



# Senate of the Associated Students of the University of Nevada

*82<sup>nd</sup> Session, 2014-2015*

## AN ACT TO CONSOLIDATE DUTIES IN THE SAS

Bill Number: 82-46

Authored By: Senator Crook

Sponsored By: Committee on Government Operations

*Whereas*, there are currently officer responsibilities mentioned in the SAS that are not listed in the officer's duties;

*Whereas*, consolidating the responsibilities in the SAS will allow for a more accurate understanding of officer responsibilities;

*Be it enacted by the Senate of the Associated Students,*

- a) The duties of the Speaker in SAS Title I.101.02.b shall be amended to include:
  - v. Determine the quality of paper on which to print enrolled bills.
  - vi. Email any legislation originally introduced within Senate or the Committee on Oversight to the Legislative Clerk within 24 hours of posting the agenda.
  - vii. Act as President if, by reason of death, resignation, removal from office, inability, or failure to qualify, there is neither a President nor Vice President to discharge the powers and duties of the office of President.
- b) The duties of Senators in SAS Title I.101.03.b shall be amended to include:
  - 4) Mentor and educate Legislative Intern(s) that may be assigned to them.
- c) The duties of Chairs of Committees in SAS Title I.101.04.b shall be amended to include:
  - 4) Email any legislation originally introduced within his or her committee(s) to the Legislative Clerk within 24 hours of posting the agenda.

- d) The duties of Vice Chairs of Committees in SAS Title I.101.05.b shall be amended to include:
- 3) In the absence of a Secretary at a committee meeting, distribute paper or electronic copies in a manner equivalent to the staff secretary and perform all other duties determined to be necessary by the presiding officer and the Office of the Secretary of the Senate.
- e) The duties of the Speaker Pro Tempore in SAS Title I.101.06.b shall be amended to include:
- 6) Coordinate the application and resignation process of the legislative interns and meet regularly with the Chair of the Legislative Interns to advise on planning of Legislative Intern meetings during the Fall and Spring semesters.
  - 7) Plan, organize, and execute the curriculum of the Legislative Internship program with the aid of the Legislative Chair to include, but not limited to:
    - i. Produce the education components each week to include sentiments such as:  
Robert's Rules of Order, the ASUN governing documents, the current Rules of the Senate, the Nevada Open Meeting Law, functions of the Standing Committee, Nevada State and federal laws and policies, writing procedures for legislation, time management, leadership development and research skills
    - ii. Presentations or guest speakers that increase the learning mission of the program.
    - iii. Hold events where Legislative Interns are able to meet current Senators.
    - iv. Coordinate a "buddy system" where Senators are matched to mentor and educate Legislative Intern(s).
  - 8) Review candidates for the Legislative Internships for eligibility with the assistance of the administrative faculty of the Center for Student Engagement.
  - 9) Forward to the Speaker of the Senate the names of the eligible candidates for Legislative Interns for placement on the next ASUN Senate Standing Committee on Oversight agenda.
- f) The duties of the Parliamentarian in SAS Title I.101.7 shall be amended to include "The Parliamentarian shall, in the absence of the Secretary or inability of the Secretary to discharge his

or her duties, make a roll of the Senators-elect before the first meeting of the following session of the Senate and place thereon the names of those persons, and of such persons only, whose credentials show that they were regularly elected in accordance with the laws of the Associated Students.”

- g) The duties of the Secretary of the Senate in SAS Title I.101.8.b shall be amended to include:
- 8) Send to the Commission on Association Elections a certificate of the number of senators to which a college or school is entitled within fifteen calendar days after the receipt of the President’s statement regarding the whole number of persons in each college and school, and the number of Representatives to which each college and school, and the number of the then existing number of Senators.
  - 9) Make a roll of the Senators-elect before the first meeting of the following session of the Senate and place thereon the names of those persons, and of such persons only, whose credentials show that they were regularly elected in accordance with the laws of the Associated Students.
  - 10) At the commencement of each session of the Senate, call the Senators to order and proceed to record their presence by Colleges or Schools in alphabetical order, by call of the roll.
  - 11) Pending the election of a Speaker, preserve order and decorum and decide all questions of order, subject to appeal by a Senator.
  - 12) Announce to the Senate the existence of any vacancies at the time of its assembly, due to resignation or otherwise.
  - 13) Prepare for the agenda for the first Senate meeting of the following session according to Title I.102.4.a.
  - 14) Recognize Speaker nominees to deliver a 10 minute presentation to the Senate and to put the question of the election of the Speaker by roll call vote at the conclusion of a debate regarding the election of the Speaker.

- 15) Present bills signed by the presiding officer of the Senate to the President, or such other person in the Office of the President as the President may designate by written instrument, in person and note in a journal the date and time of presentment of enrolled bills and the official who received the enrolled bill.
  - 16) Upon the return of a bill by the President, note in a journal the date and time of the return of a bill.
  - 17) Certify to the Chair of the Commission on Association Elections the text of an amendment to the Constitution of the Associated Students proposed by the Senate.
  - 18) Note in a journal the date and time of the receipt of a nomination to the Senate.
  - 19) Whenever the Senate grants its consent to a nomination, the Secretary shall cause to be sent to the appointing authority a resolution of proper form attesting to the Senate's consent to the nomination.
  - 20) Cause the oath of office to be printed, furnishing two copies to each Senator who has taken the oath of office in accordance with law, which shall be subscribed in person by the Senator, who shall thereupon deliver them to the Secretary, one to be filed in the records of the Senate, and the other to be recorded in the Journal or the Minutes of the Senate.
  - 21) Administer the provisions of Title IX.901 with respect to the Senate and its committees.
  - 22) Acting jointly with the Archives of the Associated Students, be the custodian of documents, and to make arrangements with the committee secretary for the proper filing of all records with the Archives of the Associated Students.
- b)* The duties of the Legislative Clerk in SAS Title I.101.9.b shall be amended to include:
- 4) In the absence of the Secretary or inability of the Secretary to discharge his or her duties, send to the Commission on Association Elections a certificate of the number of senators to which a college or school is entitled within fifteen calendar days after the receipt of the President's statement regarding the whole number of persons in each

college and school, and the number of Representatives to which each college and school, and the number of the then existing number of Senators.

- 5) Endorse by stamp the date enrolled bills are received from the President or the Senate in the right-hand margin of the first page.
- 6) Receive approved bills and carefully preserve the originals.
- 7) Assign to each to each bill a unique serial number (Senate session–serial number) in the order in which it was submitted to the Legislative Clerk for introduction.
- 8) Keep a running document of the numbering of bills and resolutions for the Speaker and all Committee Chairs to see at any given time, and edit when adding legislation, so that they may assign any legislation originally submitted to a committee its own serial number.
- 9) Whenever official notice is received at the appropriate office that any amendment proposed to the Constitution of the Associated Students has been adopted, according to the provisions of the Constitution, cause the amendment to be published, with his or her certificate, specifying the vote by which the same may have been adopted by both the students and the Board of Regents of the Nevada System of Higher Education, and that the same has become valid, to all intents and purposes, as a part of the Constitution of the Associated Students.
- 10) Cause to be compiled, edited, indexed, and published, the Associated Students Statutes at Large, which shall contain all the laws and resolutions enacted during each regular session of the Senate; all proclamations by the President in the numbered series issued since the date of the adjournment of the regular session of the Senate next preceding; and also any amendments to the Constitution of the Associated Students proposed or ratified since that date, together with the certificate of the Legislative Clerk of the Associated Students issued in compliance with the provision contained in Title I.103.12.
- 11) In the event of an extra session of the Senate, cause all the laws and resolutions enacted during said extra session to be consolidated with, and published as part of, the contents

of the volume for the next regular session, unless such special session was held during a regular session or within one month of the regular session next preceding.

- 12) Administer the provisions of Title IX.901 with respect to all documents kept in his or her custody, and any other public bodies of the Associated Students.
  - 13) Keep in the custody the seal of the Associated Students and to affix the seal to commissions, proclamations by the President, promulgation instruments of ratified amendments to the Constitution, and such other documents or instruments as he or she may determine require the affixal of the seal.
  - 14) Manage and compile the Archives of the Associated Students (or ASUN Archives) with the Office of the Secretary.
  - 15) Evaluate all records, documents, reports, and other potential archival material in the ASUN before it is discarded.
  - 16) Designate a staff member of the ASUN Administration, after consultation with the President and Director of ASUN, along with such other staff assistance as may be needed for compiling and maintaining the Archives.
  - 17) Prepare and present to the Senate each year both a report on the progress of the Archives and budget requests for Archive funding.
- i)* The duties of the Committee Secretary in SAS Title I.101.10.b shall be amended to include:
- 11) Distribute paper or electronic copies of draft and approved minutes as needed, and exhibits only as requested, within 48 hours of the adjournment of the meeting and no later than 12 hours before the next scheduled meeting of the same body whenever possible.
- j)* The duties of the President SAS Title II.201.01 shall be amended to include:
- k) To transmit to the Senate a statement showing the whole number of persons in each college and school, and the number of Representatives to which each college and school, and the number of the then existing number of Senators.
  - l) To set the guidelines for the executive training according to Title I.102.6.

- m) To submit nominations to the Senate within one week of the President taking office for the following officers: Chief of Staff, Director of Programming, Director of Clubs and Organizations, Director of Legislative Affairs, Director of Campus and Public Relations, Attorney General, Elections Chair, and Chief Justice.
- n) To appoint the Elections Chair within twenty (20) business days of taking office.
- o) To present a new appointment to the Senate within the following two weeks of said committee or Senate meeting if an executive appointment is reported unfavorably by the Senate committee on Oversight or if an appointee is not passed by the Senate, or in the event that he or she is unable to find a qualified candidate within those two weeks, he/she must present himself/herself to the Committee on Oversight and explain the circumstances.
- p) To report changes of signature authority at the Senate meeting immediately following.
- q) To report to the Senate Committee on Budget and Finance when a temporary transfer from the Capital Fund is to be made, its purpose, and its expected duration before reversion with guidance from the Director of the Associated Students.
- r) To prepare the budget according to Title VI.605.5.
- s) To develop programs to improve the compilation, analysis, publication, and dissemination of statistical information by agencies in order to enhance fiscal efficiency.
- t) To make a study of each agency to decide, and may send the Senate recommendations, on changes that should be made in:
  - 1. The organization, activities, and business methods of agencies;
  - 2. Agency appropriations;
  - 3. The assignment of particular activities to particular services; and
  - 4. Regrouping of services.
- u) To evaluate and develop improved plans for the organization, coordination, and management of the executive branch of the Government.
- v) To determine the design for the seal of the President.

- w) To notify the Senate Committee on Academics if he or she formulates and publishes additional regulations as may be necessary to administer the scholarships funded by the Associated Students.
- x) To establish a selection committee or delegate the administration to the Office of Financial Aid for the purpose of awarding the scholarship, in accordance with the terms of the scholarship when a scholarship is awarded by the Associated Students but has not been provided for in statute.
- y) To ensure that the Office of Financial Aid promotes ASUN funded scholarships.
- z) To publish the names of the recipients of each scholarship awarded by the Associated Students in a medium that is suitable for the purpose of recognizing the recipients.
- aa) To review the ASUN-GSA Food Pantry Program prior to the approval of the budget for each fiscal year.
- bb) To sit of the committee of the Last Lecture Series.
- k) The duties of the Chief Presidential Aid in SAS Title II.201.3.b shall be amended to include:
  - 7) Help Programming Interns learn data assessment.
- l) The duties of the Director of Clubs and Organizations in SAS Title II.202.3.c shall be amended to include section e:
  - v. To present a new appointment to the Senate within the following two weeks of said committee or Senate meeting if an executive appointment is reported unfavorably by the Senate committee on Oversight or if an appointee is not passed by the Senate, or in the event that he or she is unable to find a qualified candidate within those two weeks, he/she must present himself/herself to the Committee on Oversight and explain the circumstances.
  - vi. To act as President if, by reason of death, resignation, removal from office, inability, or failure to qualify, there is no President, Vice President, or Speaker of the Senate to act as President.

- vii. To review Clubs and Organizations Internship candidates for eligibility with the assistance of the administrative faculty of the Center for Student Engagement.
- viii. To mentor and educate the Department of Clubs and Organizations Intern(s) that may be assigned to him/her.
- ix. To plan, organize, and execute the curriculum of the Department of Clubs and Organizations Internship Program to include:
  - i. Producing the education components twice a semester to include sentiments such as: Starting a Club, Club Renewal, Club Resources and Resource Requests, Club Funding Applications and Hearings, Club Funding, SEAB, Club Travel Claims, and etc.
  - ii. Presentations or guest speakers that increase the learning mission of the program.
  - iii. Coordinating “buddy system” where the Director, Clubs Commissioners, and Club Support Funding Manager are matched to mentor and educate the Department of Clubs and Organizations Intern(s)
- m) The duties of the Club Support Funding Administrative Assistant in SAS Title II.202.4.b.1 be amended to include:
  - vi. To mentor and educate the Department of Clubs and Organizations Intern(s) that may be assigned to him or her.
- n) The duties of the Director of Programming in SAS Title II.203.03.a shall be amended to include:
  - 9) The Director shall present a new appointment to the Senate within the following two weeks of said committee or Senate meeting if an executive appointment is reported unfavorably by the Senate committee on Oversight or if an appointee is not passed by the Senate, or in the event that he or she is unable to find a qualified candidate within those two weeks, he/she must present himself/herself to the Committee on Oversight and explain the circumstances.

- 10) The Director shall act as President if, by reason of death, resignation, removal from office, inability, or failure to qualify, there is no President, Vice President, Speaker of the Senate, or Director of Clubs and Organizations to act as President.
- o)* The duties of Assistant Directors of Programming in SAS Title II.203.03.b shall be amended to include:
  - 5) The Assistant Directors shall review Programming Internship candidates for eligibility with the assistance of the administrative faculty of the Center for Student Engagement.
  - 6) The Assistant Directors shall plan, organize, and execute the curriculum of the Programming Internship Program to include, but not limited to:
    - i. Producing the education components twice a month to include, but not limited to: ASUN and University procurement processes, ASUN Payment Requests, Internal Accounting Forms, Prize Forms, State of Nevada Tax Exemption Letters, Cash Box Checkout Forms, Inkblot Work Order Forms, Inkblot Video/Sound Requests, Inkblot TV Monitor Ad Templates (Powerpoint), TV AD Online Submission Forms, Resources Form (Popcorn machine, etc), Sound Request Forms, Vehicle Request Forms, and Volunteer Agreements.
    - ii. Researching various items including: data assessment, (with the ASUN Chief of Staff), national trends, diversity initiatives, and creating new traditions.
    - iii. Presentations or guest speakers that increase the learning mission of the program.
    - iv. Coordinating a “buddy system” where Programmers are matched to mentor and educate Programming Intern(s).
- p)* The duties of Programmers in SAS Title II.203.03.d shall be amended to include:
  - iv. Programmers shall mentor and educate Programming Intern(s) that they may be assigned to.
- q)* The duties of the Director of Public and Campus Relations in SAS Title II.204.03.a.2 shall be amended to include:



has an interest in the outcome. When such a conflict occurs, the Chair of the Commission shall act as a special prosecutor to act as and perform the elections duties of the Attorney General insofar as the Attorney General's conflict is concerned.

- k) The Attorney General shall assist any student interested in writing a petition for initiative and referendum.
- l) The Attorney General shall provide all of the petitions for each election to the Commission before the Candidates' Meeting
- m) The Attorney General shall certify that a petition question is an impartial and accurate description of the proposal and shall assign the petition an Official Name and Number, to, if the petition creates a law, prepare an Official Summary of the petition, to confer with the office of Legal Counsel or designee for approval of language on questions of student fees, and to create the petition and return to the Primary Proponent three (3) copies of the petition.
- n) The Attorney General shall verify that there are a sufficient number of valid signatures on each petition, by checking the student status of each person who signed the petition, to immediately notify the Primary Proponent(s) if the verifying official discovers that the petition submitted lacks sufficient valid signatures, and to preserve the petition for the same time period as the Commission preserves the ballots for the election for which the petition qualified or attempted to qualify for placement on the ballot.
- o) The Attorney General shall notified Candidates and all others cited of charges during elections.
- p) The Attorney General shall supervise ballot tabulation.
- q) The Attorney General shall release the election results as soon as possible.
- r) The Attorney General shall attend or send a representative to all physical polling locations and places where ballots are kept and tabulated, provided such representative is not a candidate or agent in the election.

- s) The Attorney General shall investigate alleged violations of election rules and prosecuting them before the ASUN Judicial Council.
- s) The duties of the Director of Legislative Affairs in SAS II.206.3.c shall be amended to include:
  - 5) The Director shall present a new appointment to the Senate within the following two weeks of said committee or Senate meeting if an executive appointment is reported unfavorably by the Senate committee on Oversight or if an appointee is not passed by the Senate, or in the event that he or she is unable to find a qualified candidate within those two weeks, he/she must present himself/herself to the Committee on Oversight and explain the circumstances.
  - 6) The Director shall act as President if, by reason of death, resignation, removal from office, inability, or failure to qualify, there is no President, Vice President, Speaker of the Senate, Director of Clubs and Organizations, Director of Programming, Attorney General, or Director of Public and Campus Relations to act as President.
- t) The duties of the Assistant Director of Legislative Affairs in SAS II.206.4.b shall be amended to include:
  - 4) Plan, organize, and execute the curriculum of the Government Relations Internship Program to include:
    - i. Producing the education components twice a semester to include sentiments such as: Policy Analysis, Student-led lobbying efforts, the Nevada Legislature and State Government Structure, Voter Registration, History of Nevada Politics, Policies that have impacted Higher Education, the Board of Regents, ASUN governing documents, data analysis, time management, and leadership skills.
    - ii. Presentations or guest speakers that increase the learning mission of the program.

*iii.* Coordinating a system where interns will report to the officer in the Department of Legislative Affairs *that the Assistant Director of Legislative Affairs deems appropriate.*

- u)* The duties of an Associate Justice in SAS III.301.2 shall be amended to include:
- g)* Ask to be relieved from all matters concerning a hearing if at any time he or she recognizes that he or she possesses a conflict of interest.
  - h)* Review all rulings made by the Chief Justice during a hearing if an objection is raised.
- v)* The duties of the Chief Justice in SAS III.301.3 shall be amended to include:
- e)* Present a new appointment to the Senate within the following two weeks of said committee or Senate meeting if an executive appointment is reported unfavorably by the Senate committee on Oversight or if an appointee is not passed by the Senate, or in the event that he or she is unable to find a qualified candidate within those two weeks, he/she must present himself/herself to the Committee on Oversight and explain the circumstances.
  - f)* Ask to be relieved from all matters concerning a hearing if at any time he or she recognizes that he or she possesses a conflict of interest.
  - g)* Assign a Justice to consult with the participants in a hearing regarding procedural matters and aid in the smooth progression of prehearing matters if the Council accepts a case.
  - h)* Be responsible for calling all meetings, arranging all hearings of the Council, conducting all meetings, and maintaining order at hearings and to be generally responsible for all administrative functions of the Council.
  - i)* Maintain attendance records of the Council, propose the Council's budget to the Senate, report to the Senate on the status of pending cases, and any other duties within Title III.302.1.
  - j)* Review Judicial Internship candidates for eligibility with the assistance of the administrative faculty of the Center for Student Engagement

- k) Plan, organize, and execute the curriculum of the Judicial Internship Program to include:
  - 1) Produce the education components twice a semester to include sentiments such as: reviewing past cases and discussing the pros and cons, finding an area of the legal documents that they are interested in and becoming an expert of that section, administering oaths, interpreting ASUN legal documents.
  - 2) Presentations or guest speakers that increase the learning mission of the program.
  - 3) Coordinate a system where interns will rotate between the Chief and Associated Justices to achieve their highest potential and learn about all aspects of the Judicial Branch of the Association.
- m) The duties of the Judicial Council Clerks in *Rule 6.g* of SAS III.302.1 shall be amended to include:
  - 5) Clerks shall consult with the participants in a hearing regarding procedural matters and aid in the smooth progression of prehearing matters if the Council accepts a case if assigned by the Chair or previously assigned Associate Justice.
  - 6) Clerks shall maintain copies of the Permanent Record of the Judicial Council, beginning with the start of the academic year, and ending at the next academic year
- x) The duties of the Chair of Elections in SAS VII.701.4 shall be amended to include:
  - 1) To acquaint all candidates with the basic structure, functions, and authority of the ASUN and of the Election Code.
  - 2) To discuss problems which have arisen in past elections.
  - 3) To discuss ASUN Judicial Council decisions and policies regarding elections, specifically the list of punishable infractions and their respective punishments..
  - 4) To discuss the administrative details of the election
  - 5) To explain requirements for each candidate statement for the Voters' Guide.
  - 6) To answer any and all of the questions candidates may have about ASUN and the election process.

- q) To cause an amendment to the Constitution received before March 1 to appear on the ballot.
- r) To certify to the President of the University that an amendment to the Constitution that has been ratified by the membership of the Association was ratified pursuant to the provisions of the Constitution and to cause to be filed with the Secretary of the Senate, the Legislative of the Associated Students, and the President of the Associated Students a duplicate of the certificate.
- s) To supervise ballot tabulation.
- t) To release the election results as soon as possible.
- y) The duties of the Assistant Chair of Civic Engagement in SAS VII.701.5 shall be amended to include:
  - p) To be responsible for all non-presidential debates related to the ASUN Elections.