[DISCUSSION DRAFT]

85th SESSION

2017-2018

# S. B. 85-

# An Act to Amend the Department of Event Programming

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In the Senate of the Associated Students

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February 12, 2018

Submitted by Senator Billman to the Committee on Government Operations

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A Bill

An Act to Amend the Department of Event Programming

*Whereas,* the Department of Event Programming changes constantly due to a new director being put in place every year;

*Whereas,* there are some changes that have been made that t aren’t reflected in the SAS;

*Whereas,* it is important that our governing documents remain current and accurately reflect our organization;

*Be it enacted by the Senate of the Associated Students,* that Addendum A be added to the Statutes of the Associated Students and serve as the new Title II. Chapter 203. Sections I-V which are pages 42-43.

**Addendum A**

Chapter 203: Department of Event Programming

**Section 01: Establishment**

There is hereby established a Department of Event Programming, to be commonly known as ASUN Event Programming, as an executive department of the Association.

**Section 02: Mission**

The primary mission of the Department is to:

1. Inspire and unite the University of Nevada students through Event Programming derived from Nevada Traditions, cultural diversity, large-scale entertainment, and academia. The board will execute the laws, planning and management of all official department events of the Associated Students of the University of Nevada.

**SECTION 03: Structure**

The Department of ASUN Programming shall consist of a Director, 2 Assistant Directors, and up to 8 programmers.

1. DIRECTOR:
   1. The Director shall be appointed by the President, with the consent of the Senate.
   2. The Director is the head of Department and shall have the direction, authority, and control over it.
   3. The Director may delegate any of the Director’s functions or duties to any other officer, employee, or organizational unit of the Department
   4. The Director shall prepare a budget for the Department to be included in the President’s budget proposal.
   5. The Director shall recommend to the President of the Association appointments of students to the Department.
   6. The Director shall chair all meetings of the Department.
   7. The Director shall be responsible to serve as liaison to university entities that pertain or may serve as stakeholders for ASUN Programming; including, but not limited to the Alumni Association, Center for Cultural Diversity, and the Dean of Students.
   8. The Assistant Directors will act as proxies when the Director is absent.
   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.
   11. Responsible to produce a non-binding organizational calendar of the semester which includes all programming events planned for that semester.
   12. To have a report read or spoken into record at minimum every other Senate meeting.
2. Assistant Director:
   1. There shall be two Assistant Directors, which will be nominated by the Director with the consent of the Senate.
   2. There will be an Assistant Director of the Budget.
      1. The Assistant Director will be responsible for all administrative duties, including accounting matters that pertain to the ASUN Event Programming Budget and filling out proper paperwork.
      2. The Assistant Directors will be responsible for all accounting matters that pertain to the ASUN Event Programming Budget.
   3. There will be an Assistant Director for Marketing and Interns.
      1. The Assistant Director shall review Event Programming Internship candidates for eligibility with the assistance of the administrative faculty of the Center for Student Engagement.
      2. The Assistant Directors shall plan, organize, and execute the curriculum of the Event Programming Internship Program to include, but not be limited to:
         1. Producing the education components twice a month to include, but not be 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.
         2. Researching various items including: data assessment, (with the ASUN Chief of Staff), national trends, diversity initiatives, and creating new traditions.
         3. Presentations or guest speakers that increase the learning mission of the program.
         4. Coordinating a “buddy system” where Programmers are matched to mentor and educate Event Programming Intern(s).
3. Programmers:
   1. There will be a maximum of eight programmers, which will be nominated by the Director with consent from the Senate.
   2. Programmers shall help with the planning and implementation of all Department events and initiatives
   3. Programmers shall be required to attend scheduled Department of Event Programming meetings unless the presiding officer grants an excused absence prior to the meeting convening.
   4. Programmers shall mentor and educate Event Programming Intern(s) that they may be assigned to.

**Section 04: Event Programming**

The mission of the Department of Event Programming is to inspire and unite undergraduate students at the University of Nevada. To ensure this is completed, the Department of Event Programming will be expected to plan and execute various traditional events including but not limited to the following: Homecoming events, celebration of Mackay, Welcome Week, Welcome Back Week, Monthly Inclusivity series and Family Weekend. In addition to these large scale events, the board will be responsible for creating and executing events varying in topic and scale but all should be designed around the mission and vision of the Department of Event Programming. These events should be all inclusive and strategically planned throughout the year to ensure campus wide success and student participation. Such events should include but are not limited to large scale entertainment such as speakers, large scale entertainment such as concerts, promoting campus unity among all students, embracing campus diversity and events centered on academic success.