**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:

a) Inspire and unite the University of Nevada students through Event Programming derived from Nevada Traditions, cultural diversity, large-scale entertainment, academia, and athletics. 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, 8 programmers.

a) 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.

b) 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.

i. 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.

ii. 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.

i. The Assistant Director shall review Event Programming Internship candidates for eligibility with the assistance of the administrative faculty of the Center for Student Engagement.

ii. 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).

c) 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, Unity Week, Beat UNLV Event(s), 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 and concerts, events promoting campus unity among all students, events embracing campus diversity, events celebrating campus athletics and events centered on academic success.

**SECTION 05: PROCEDURES MANUAL**

The Department of Event Programming shall set rules pertaining to the functions relating to the mission of the Department in the form of a policy and procedures manual. The Department will present to the Senate changes to the manual.

**SECTION 06: AUTHORIZATION OF APPROPRIATIONS**

There is hereby authorized to be appropriated such sums as may be necessary for the support of the Department.

**SECTION 07: ATTENDANCE**

Upon a member of the Department of Event Programming accumulating two unexcused absences per term, the Director of Event Programming is required to make an official notice in writing, electronic or otherwise, to the Attorney General of the absences. It is at the discretion of the Attorney General with the advisement of the Director of Event Programming whether or not to pursue the matter further as a dereliction of duty.

**Addendum B**

SECTION 02: DUTIES OF THE VICE PRESIDENT

The following shall be considered the duties of the Vice-President of the Association:

a) To assist, the president, in preparing and maintaining an operating budget for ASUN.

b) To act as a liaison between the Senate and the Executive Branch.

c) To act as a liaison between the Senate and the ASUN funded student publications.

d) To develop and coordinate volunteers for the ASUN Orientation presentation.

e) To work with the Career Studio to run the Pack Internship Grant Program or designate someone to do so.

f) To act as liaison between the government of ASUN and the services of ASUN.

g) To act as a liaison between Athletics and ASUN.

h) To have a report read or spoken into record at minimum every other Senate meeting.

**Addendum C**

**CHAPTER 402: APPOINTED OFFICERS**

SECTION 01: ESTABLISHMENT

There is hereby established a pay scale for appointed ASUN Officers.

SECTION 02: LEVELS OF COMPENSATION

a) The three levels of pay shall be as follows:

1) Level I: $19.00/hour

2) Level II: $15.00/hour

3) Level III: $9.00/hour

4) Level IV: $8.25/hour

SECTION 03: OFFICIALS COVERED BY PAY SCALE

The following elected officials are included in the pay scale:

a) Level I:

1) Director of Clubs and Organizations

2) Director of Programming

3) Speaker of the Senate

i. The Speaker shall receive the compensation in lieu of that of a Senator or Chair

b) Level II:

1) Assistant Directors of Programming

2) Attorney General

3) Director of Legislative Affairs

4) Presidential Assistant on Campus and Public Relations

~~5) Director of Blue Crew~~

6) Director of Diversity and Inclusion

7) Chief Presidential Aid

c) Level III:

1) Assistant Director of Legislative Affairs

2) Assistant Director of Student Engagement

~~3) Associate Programmer for Blue Crew~~

4) Club Support Funding Manager

5) Elections Chair

6) Policy Analyst

7) Policy Director

8) Programmers

~~9) Blue Crew Programmers~~

10) Projects Coordinator

11) Projects Director

12) Club Commissioner

13) Director of Sustainability

14) Assistant Director of Diversity and Inclusion

15) Diversity and Inclusion Commissioners

16) Director of Campus Wellness

d) Level IV:

1) Assistant Chair of Civic Engagement

2) Assistant Chair of Public Relations

3) Chief Justice4) Associate Justice5) Speaker Pro-Tempore