

# Committee on Government Operations

Senate of the Associated Students 85th Session  
Agenda for Friday, September 21<sup>st</sup>, 2018 at 3:30 p.m.  
Joe Crowley Student Union Room 323

## 1. CALL MEETING TO ORDER\*

## 2. ROLL CALL\*

## 3. PUBLIC COMMENT\*

Items heard under public comment may be for items either on or off the agenda. Action may not be taken on items raised under public comment. The Chair may elect to take public comment on action items on this agenda. The Chair may impose reasonable limits on the length members of the public may speak

## 4. MINUTES

There are no minutes to be heard at this time.

## 5. OLD BUSINESS

Discussion on reviewing the Statutes of the Associated Students

Each member of the committee will present on a specific Title of the SAS and whether there are any changes that need to be addressed.

## 6. NEW BUSINESS

### a. **S.B. 86- An Act To Amend The Job Duties Of The Department Of Clubs And Organizations**

Senator McKinney submitted this piece of legislation to the Committee on Government Operations in order to further update the SAS for all departments within ASUN.

### b. **Meetings with department heads and other officials within ASUN.**

Senator McKinney will assign each of his committee members officers within ASUN to meet with within the upcoming 2 weeks.

### c. **Senator Updates**

Each Senator will give a report on their actions since the last meeting and what they have been working on.

## 7. PUBLIC COMMENT\*

Items heard under public comment may be for items either on or off the agenda. Action may not be taken on items raised under public comment. The Chair may elect to take public comment on action items on this agenda. The Chair may impose reasonable limits on the length members of the public may speak.

## 8. ADJOURNMENT

## 9. NOTES.

Unless otherwise marked by an asterisk, all items are action items upon which the Senate may take action. ASUN supports providing equal access to all programs for people with disabilities.

Reasonable efforts will be made to assist and accommodate physically handicapped persons desiring to attend the meeting. Please call the Speaker of the ASUN at (775) 784-6589 in advance so that arrangements may be conveniently made.

86<sup>th</sup> SESSION  
2017-2018

# S. B. 86-

AN ACT TO AMEND THE JOB DUTIES OF THE DEPARTMENT OF CLUBS AND  
ORGANIZATIONS

## IN THE SENATE OF THE ASSOCIATED STUDENTS

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SEPTEMBER 17<sup>TH</sup>, 2018

SUBMITTED BY SENATOR MCKINNEY TO THE COMMITTEE ON GOVERNMENT OPERATIONS

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### A BILL

AN ACT TO AMEND THE JOB DUTIES OF THE DEPARTMENT OF CLUBS AND ORGANIZATIONS

Whereas, the duties of the department of clubs and organizations currently listed in the Statues of the Associated students do not accurately reflect the duties that are currently carried out by the department of clubs and organizations;

Whereas, it is important that our governing documents provide accurate representation of all positions within the Association, so that elected and appointed individuals can be held accountable;

*Be it resolved that*, Addendum A shall serve as the new SAS.202 Titled” “Department of Clubs and Organizations”

# ADDENDUM A:

## CHAPTER 202: DEPARTMENT OF CLUBS AND ORGANIZATIONS

### SECTION 01: ESTABLISHMENT

- a) There is hereby established a Department of Clubs and Organizations as an ASUN executive department.
- b) There is hereby established a Club Commission in the Department of Clubs and Organizations.

### SECTION 02: MISSION

The primary mission of the Department is to:

- a) Execute the policies and functions related to the affairs of ASUN recognized clubs and organizations and those of this Department.
- b) Manage the affairs of ASUN recognized clubs and organizations.
- c) Serve as a resource for ASUN recognized clubs and organizations and as a clearinghouse for information.
- d) Other matters properly relating thereto.

### SECTION 03: DIRECTOR

- a) **IN GENERAL:**  
There is a Director of Clubs and Organizations, appointed by the President, with the consent of the Senate.
- b) **HEAD OF DEPARTMENT:**  
The Director is the head of Department and shall have the direction, authority, and control over it.
- c) **FUNCTIONS:**
  - 1) To present a new appointment to the Senate of the Associated Students 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.
  - 2) 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.
  - 3) To chair and oversee all meetings of the Department of Clubs and Organizations.
  - 4) ~~To ensure consistent progress and request weekly updates for all Department projects and initiatives in the Department of Clubs and Organizations.~~
  - 5) To manage the budget and account of the Department of Clubs and Organizations.
  - 6) To act as a liaison between the Department and the Senate of the Associated Students for changes to governing documents and Department projects and initiatives requiring legislation.
  - 7) To have a report read or spoken into record at minimum every other Senate meeting.
  - 8) To mentor and educate the Department of Clubs and Organizations Intern(s) that may be assigned to him/her.

**SECTION 04: ASSISTANT DIRECTOR**

There is an Assistant Director of Clubs and Organizations to be nominated by the Director, with the consent of the Senate.

a) **IN GENERAL:**

- 1) There is an Assistant Director to be appointed by the Director, with consent of the Senate.

b) **DUTIES:**

- 1) The duties of the Assistant Director shall include but are not limited to the following:
  - i) To manage operations of ASUN Club Support Funding.
  - ii) To manage the budget of ASUN Club Support Funding.
  - iii) To track information and data related to the requesting, allocation, spending, remittance, and status of ASUN Club Support Funding by individual clubs and club coalitions.
  - iv) To assist the Director of Clubs and Organizations in account management and financial advisement of ASUN recognized clubs and organizations.
  - v) Oversee the Department of Clubs and Organizations Internship Program.
  - vi) To assume the duties and responsibilities of the Director in his or her absence.
  - vii) To act as a liaison between the Department and Central Station.
  - viii) Any other duties as assigned by the Director.

c) **INTERNSHIP PROGRAM**

The Assistant Director shall oversee the Department of Clubs and Organizations Internship Program responsibilities including hiring interns, managing interns, and creating/executing the curriculum for Department interns.

- 1) To review Clubs and Organizations Internship candidates for eligibility with the assistance of the Director and the administrative faculty of the Center for Student Engagement.
- 2) 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 Support Funding applications and hearings, club funding, SEAB, club travel claims, etc.
  - ii) Presentations or guest speakers that increase the learning mission of the program.
  - iii) Coordinating "buddy system" where the Director, Club Commissioners, and Assistant Director are matched to mentor and educate the Department of Clubs and Organizations Intern(s).

**SECTION 05: CLUB COMMISSION COMPOSITION**

- a) The Club Commission shall consist of a Director, an Assistant Director, and at least 5 but no more than 8 Club Commissioners.
- b) The Director of Clubs and Organizations will nominate the Commissioners, with the consent of the Senate:
  - 1) The Director will establish a clear and transparent application process for the purpose of soliciting applications, interviewing, and selecting Commissioners.
    - i. The Director will produce any and all documentation relating to

this appointment process to the Senate upon request for confirmation.

- c) Each commissioner may be delegated any of the following areas of emphasis at the discretion of the Director:
- 1) Pre-Professional/Academic: Arts, Business, and Education
  - 2) Pre-Professional/Academic: Science and Engineering
  - 3) Multicultural & Diversity
  - 4) Campus Life
  - 5) Fraternity and Sorority Life
  - 6) Sports & Recreation
  - 7) Social/Political Involvement
  - 8) Faith Based
  - 9) Service & Community Outreach

#### **SECTION 06: APPOINTMENT OF COMMISSIONERS**

The Director of Clubs and Organizations will nominate and recommend to the President appointments to any vacancies on the Commission. The Senate will confirm the President's appointments.

#### **SECTION 07: COMMISSIONERS**

a) **IN GENERAL:**

There shall be at least 5 but no more than 8 Club Commissioners, nominated by the Director, with the consent of the Senate.

b) **GENERAL DUTIES:**

- 1) Commissioners shall act as liaisons for the clubs and organizations in their coalition(s) appointed by the Director and the Department.
- 2) Commissioners shall review funding applications that have been submitted by clubs and organizations for Funding Hearings.
- 3) Commissioners shall attend weekly Department meetings to give a report on projects, initiatives, and general updates on their coalition(s).
- 4) Commissioners shall serve as a resource to club leaders in their coalition(s) for assistance with club recognition, club renewal, and funding.
- 5) Commissioners shall reach out to each club in their coalition in an attempt to attend meeting or activity per year at the discretion of the Director of the Clubs and Organizations department.
- 6) Commissioners shall mentor and educate Department of Clubs and Organizations Intern(s) that they are assigned to.

c) **SERVICE & COMMUNITY OUTREACH COMMISSIONER DUTIES**

- 1) The Commissioner for the Service & Community Outreach coalition shall work to connect clubs and organizations in their coalition to Reno-Tahoe non-profit organizations through methods including but not limited to meetings, programming, and outreach.

d) **SPORTS & RECREATION COMMISSIONER DUTIES**

- 1) The Commissioner for the Sports & Recreation Coalition shall host Sports Council Meetings regularly during the academic year and as needed during the summer.
- 2) The Commissioner for the Sports & Recreation Coalition shall assist clubs and organizations in their coalition through the Club Sports Renewal Process.

#### **SECTION 08: RECOGNITION OF CLUBS AND ORGANIZATIONS**

- a) Any group of at least 10 undergraduate students enrolled in at least seven (7) credits

may petition for the recognition by ASUN. Recognition shall be granted based on the club or organization's compliance with the following terms and conditions:

- 1) The constitution of the club or organization shall be submitted, and the content thereof must be in compliance with such reasonable rules and regulations that the professional staff may establish.
- 2) The club or organization must have an advisor who is a full-time employee of the University as an administrative faculty, academic faculty, or classified staff.
- 3) The club or organization must agree to a statement of non-discrimination, as follows: "[Organization] does not discriminate with respect to membership on the basis of race, color, creed, religion, national origin, age, sex, gender identity, socio-economic status, physical or mental impairment, or sexual orientation." ASUN does recognize exemption from this policy based on Title IX, departmental and national status.
- 4) The club or organization must appoint a President, Vice President, and Treasurer.
- 5) The club or organization must abide by all ASUN or University policies governing clubs and organizations.
- 6) The club or organization must have at least 10 undergraduate students enrolled in at least seven (7) credits to become members on the club or organization's GivePulse page.

#### **SECTION 09: USE OF CERTAIN NAMES, SYMBOLS, OR CHARTERS PROHIBITED**

No club or organization may use the name, symbol, charter of a national club or organization unless recognized by the national club or organization and by ASUN.

#### **SECTION 10: CERTIFICATION OF OFFICERS, RULES, OR REGULATIONS**

The Director is authorized to establish such reasonable rules or regulations regarding the certification of the officers of a club or organization.

#### **SECTION 11: AUTHORIZATION OF APPROPRIATIONS**

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

#### **SECTION 12: PROCEDURES MANUAL**

The Department of Clubs and Organizations 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 of the Associated Students any changes to the manual.









Posted at the ASUN Offices in the Joe Crowley Student Union, Frandsen Humanities Building, the Ansari Business Building, Mathewson- IGT Knowledge Center, and online at [www.nevadaasun.com](http://www.nevadaasun.com).

If you would like a copy of any of the agenda items listed, please contact Senator McKinney at [senatormckinney@asun.unr.edu](mailto:senatormckinney@asun.unr.edu).