



Senate of the Associated Students of the University of Nevada

86th Session, 2018-2019

AN ACT TO AMEND THE DEPARTMENT OF EVENT PROGRAMMING AND THE EVENT PROGRAMING INTERNSHIP PROGRAM IN THE SAS

Bill Number: 20

Authored By: Senator Flangas

Sponsored By: Committee on Government Operations

Whereas, the Department of Event Programming was established as a critical part of the executive branch of ASUN;

Whereas, that Department has evolved to be focused not only on creating events to inspire and unite the student body, but to also provide a multitude of educational opportunities regarding, but not limited to, social issues, the resources on campus, and the resources and 'Pack Friendly' businesses in the community;

Whereas, the President sets the budget, determining how much each executive department is allotted, and it has been protocol to report a predicted annual budget to the President for major event spending at the start of the Director of Programming's term;

Whereas, the Department of Programming, with the dissolution of Blue Crew, has become a liaison to athletics, as their event planning is intended to target athletic events as well;

Whereas, the Department of Programming has worked with New Student Initiatives and the Wolfpack Welcome Committee to effectively plan Welcome Week and that relationship should be formalized as one of the liaison positions for the Department;

Whereas, the Director should be researching on behalf of the Department other university's achievements in the realm of creating innovative and inclusive programming;

Whereas, the Director would be more accountable to the students by providing a 'non-binding' calendar of the events planned for the semester at the first Senate meeting of each academic semester;

Whereas, the role of the Assistant Director of Budget and Finance contained too little in terms of what the Department needs from this Assistant Director;

Whereas, the Assistant Director of Budget and Assessment would be responsible for everything the Assistant Director of Budget and Finance was responsible for, would act as the Department liaison for athletics, and would additionally act to collect data on events regarding, but not limited to how far-reaching and well-attended events are;

Whereas, the event programming internship, under the Assistant Director of Marketing and Interns, was too specific and did not include crucial learning objectives and this new description of the educational components includes: ASUN and university event programming policies, the duties and abilities of Central Station, ASUN departments and positions, event resources on our campus, the services provided by the Center for Student Engagement, and the steps to plan and execute a programming event, fully fulfilling the mission of the Internship Program;

Whereas, the Assistant Director of Marketing and Interns does more than just run the internship program and the job description in the SAS needed to include the regular responsibilities that the Assistant Director executes in regards to marketing and the relationship with Inkblot Promotions;

Whereas, the Programming Internship Program, Section 503 of the SAS, needed to be updated to reflect the newly updated Department of Programming section;

Whereas, the internship program serves to teach the process and activities of the Event Programming Board to the selected interns;

Whereas, the interns' responsibilities are to volunteer for the entirety of an event, including: planning the event, setting up the event, running the event, cleaning up the event, and all other matters of Event Programming operations as necessary;

Whereas, the applications for the Internship Program should close the week prior to school so that the week prior to school can be used to interview and select interns in order to equip the department with appropriate staffing for Welcome Week;

Whereas, the Assistant Director of Marketing and Interns is responsible for the ultimate selection and appointment of interns, and that officer's discretion has been the protocol for selecting interns over the past two years;

Whereas, the changes reflected in Addendum A and B would make these aforementioned changes to the SAS;

Be it enacted that, Chapter 203: Department of Event Programming be amended to reflect **Addendum A** and that Chapter 503: Programming Internship Program be amended to reflect **Addendum B**.

Adopted in Senate on April 3rd, 2019

Attest:

Anthony Martinez, Speaker of the Senate

Hannah Jackson, President of the Associated Students

I certify that this Act originated in the Senate.

Andrea Godoy, Secretary of the Senate

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, unite and provide educational opportunities 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, and up to 8 programmers.

a) DIRECTOR:

- 1) The Director shall be appointed by the President, with the consent of the Senate.
- 2) The Director is, as the head of Department, shall have the direction, authority, and control over it.
- 4) The Director may delegate any of the Director's functions or duties to any other officer employee, or organizational unit of the Department.
- 5) The Director shall prepare a budget break-down for the Department for the anticipated major events of the year to be presented to the President. The Director shall prepare a budget for the Department to be included in the President's budget proposal.
- 6) The Director shall recommend to the President of the Association appointments of students to the Department.
- 7) The Director shall chair all meetings of the Department.
- 8) 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, Nevada Athletics, the Center for Cultural Diversity, New Student Initiatives, the Wolfpack Welcome Committee and the Dean of Students.
- 9) The Director shall research various items including national trends, diversity initiatives, and tradition building to guide the board's efforts to create all-inclusive programs.
- 10) If an executive appointment is reported unfavorably by the Senate Committee on Oversight or if an appointee is not passed by the Senate, the Director shall present a new appointment to the Senate within the following two weeks of said committee or Senate meeting. In the event that the Director is unable to find a qualified candidate within those two weeks, the Director must explain to the Committee on Oversight

the circumstances.

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 the Director is unable to find a qualified candidate within those two weeks, the Director must present to the Committee on Oversight and explain the circumstances.

11) 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.

12) The Director is responsible for producing a non-binding organizational calendar of the semester which includes all programming events planned for that semester **at the first Senate meeting of the corresponding semester.**

13) The Director is to have a report read or spoken into record at a minimum of every other Senate meeting.

b) ASSISTANT DIRECTORS:

1) There shall be two Assistant Directors, which will be nominated by the Director with the consent of the Senate.

2) The Assistant Directors will act as proxies when the Director is absent.

3) There will be an Assistant Director of the Budget and Assessment.

i) The Assistant Director will be responsible for all administrative duties pertaining to the budget, including accounting matters **that pertain and paperwork that pertain to the ASUN Event Programming Budget and filling out proper paperwork.**
~~The Assistant Director will be responsible for all accounting matters that pertain to the ASUN Event Programming Budget.~~

ii) The Assistant Director will serve as the representative from the Department at all Budget and Finance Meetings which pertain to the Department.

iii) The Assistant Director will perform assessments and collect data from implemented events at least three times during each academic semester. The Assistant Director will present that data to the board.

iv) The Assistant Director will work with the Vice President to serve as a liaison between ASUN and Athletics.

4) 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.~~ The Assistant Director shall plan, organize, and execute the curriculum of the Event Programming Internship Program. **These responsibilities include, but are not limited to:**

1. **Reviewing applications, conducting interviews and selecting candidates, with oversight of the Director, for the Event Programming Internship Program.**

2. **Producing the education components twice a month to include, but not be limited to: ASUN and university event programming policies, the duties and abilities of Central Station, ASUN departments and positions, event resources on our campus, the services provided by the Center for Student Engagement, and the steps to plan and execute a programming event.**

~~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. Scheduling 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).

ii) The Assistant Director shall act as a liaison between the Department of Programming and Inkblot Promotions by:

1. Collecting event information from the Programming Board and submitting them to the Inkblot account coordinator with accompanying design ideas/

2. Meeting regularly with the Inkblot account coordinator to coordinate marketing for all events.

3. Giving input and updates to the designer throughout the entire design process.

4. Approving designs for print and distributing marketing materials accordingly.

5. Brainstorming and implementing new marketing tactics and ways to better inform the students about ASUN Programming events.

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 plan and implement 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.

5) Programmers shall serve as liaisons to other ASUN departments and assist them with any Event Programming inquiries.

6) Programmers will use the data provided by the Assistant Director to guide their planning of future programs.

SECTION 04: EVENT PROGRAMMING

The mission of the Department of Event Programming is to inspire, unite, and provide educational opportunities to the 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. All events should be strategically planned to include diverse groups of students. 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, concerts, and events which promote campus unity among all students, events embracing diversity, events celebrating campus athletics, and events centered on academic success and educational opportunities.

Addendum B

Chapter 503: Programming Internship Program

SECTION 01: ESTABLISHMENT

There is hereby established an Event Programming Internship Program.

SECTION 02: MISSION

ASUN views leadership as a valuable and necessary asset for each student to obtain. The Event Programming Internship Program works to uphold the mission and vision of ASUN by including more students in the Event Programming Department who ~~strive~~ **are striving** to improve the University as a whole. **Interns will be given the chance to inspire, unite, and provide educational opportunities to the University of Nevada students through assisting in the execution of all events hosted by the Department of Event Programming.** ~~Interns will be given the chance to inspire students and give them a full undergraduate experience through social, athletic and unity Event Programming events.~~

SECTION 03: PROGRAMMING INTERNS

a) IN GENERAL:

a) An Event Programming Intern serves as a volunteer **who is actively learning the process and activities of the Event Programming Board** ~~and active learning individual, who is being educated and prepared to become a member of the Event Programming Board.~~ All members of the Event Programming Internship Program, at the time of their approval and throughout their service, shall meet the general qualifications to hold office depicted by the ASUN Constitution with the exception of incoming freshman who do not currently have a University GPA in their first semester.

b) DUTIES:

- 1) ~~The duties of the Event Programming Interns shall include, but are not limited to, the following:~~ At the discretion of the **Assistant Director of Marketing and Interns**, interns will volunteer at all Event Programming events **including: planning the event, setting up the event, running the event, cleaning up the event, and all other matters of Event Programming operations as necessary.**
- 2) Attend all Event Programming meetings, trainings, and events.
- 3) Abide by all rules and guidelines set by the Assistant Director of Marketing and Interns.

SECTION 04: APPLICATION PROCESS

a) **Applications for the Event Programming Internship program must be ready to receive by June 1st of each year will close (1) week prior to the Friday before the start of the fall semester, but may be reopened at the discretion of the Assistant Director of Marketing and Interns.**

b) ~~Applications will close four (4) weeks after the start of the fall semester, but may be reopened at the discretion of the Assistant Directors.~~

b) At the close of applications, the Assistant Director of Marketing and Interns will review candidates for eligibility with the assistance of the **Director of Programming, Assistant Director of Budget and Assessment, and the administrative faculty of the Center for Student Engagement.**

SECTION 05: APPOINTMENT OF PROGRAMMING INTERNS

- ~~a) The names of the eligible candidates for Event Programming Interns will be forwarded to the Director of Event Programming for placement on the next ASUN Event Programming agenda.~~
- ~~b) Candidates for the Event Programming Internship Program will be interviewed and approved by a majority vote of the ASUN Event Programming Board.~~
- ~~c) Once approved by the ASUN Event Programming Board, candidates are now deemed Event Programming Interns and must carry out the duties of the position.~~
- a) The Assistant Director of Marketing and Interns reserves the authority to interview appoint the Event Programming Interns by the Friday before the start of the fall semester.
- b) The number of Event Programming Interns accepted into the program will be no more than (10) interns.

SECTION 06: REMOVAL

- ~~a) "In the event an Event Programming Intern fails to execute the duties of the position, the Event Programming Intern may be removed from the position by recommendation to the Assistant Director in charge and a vote by the Event Programming Board." And it shall be replaced with,~~ In the event that an Event Programming Intern fails to execute the duties of the position, breaks any Student or University conduct policies, or fails to uphold the code of conduct, the Event Programming Intern may be removed from the position by recommendation of the Assistant Director of Marketing and Interns who will bring it the Director of Programming who will be the deciding vote.
- b) Event Programming Interns may resign from their position by submitting a resignation letter to the Assistant Director of Marketing and Interns Event Programming, effective immediately.

SECTION 07: CURRICULUM

- a) The Assistant Director of Marketing and Interns shall plan, organize, and execute the curriculum of the Event Programming Internship Program. These responsibilities include, but are not limited to:
 - 1. Producing the education components twice a month to include, but not be limited to: ASUN and university event programming policies, the duties and abilities of Central Station, ASUN departments and positions, Event Resources on our Campus, the services provided by the Center for Student Engagement, and the steps to plan and execute a programming event.
 - 2. Scheduling presentations or guest speakers that increase the learning mission of the program.
 - ~~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, etcetera), 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.~~

3. Coordinating a “buddy system” where Programmers are matched to mentor and educate Event Programming Intern(s).