



Senate of the Associated Students of the University of Nevada

90th Session, 2022-2023

AN ACT TO REVISE THE DEPARTMENT OF EVENT PROGRAMMING

Bill Number: 7

Authored By: Senator Taeubel on behalf of Attorney General Schein

Sponsored By: 2022-2023 Student Government Assembly

Whereas, the Department of Programming has utilized the planning form for multiple years and seen a great deal of success;

Whereas, by adding it into the SAS it increases transparency and insures this form will be utilized in years to come;

Whereas, the form included on this legislation was designed by the Director of Programming and Chief of Internal Affairs;

Whereas, this piece also has several small clarifying changes to the roles of assistant directors inside the department;

Be it enacted, the Senate shall adopt the following addendum;

Adopted in Senate on August 17th, 2022

Attest:

Andrew Thompson, Speaker of the Senate

Dionne Stanfill, President of the Associated Students

I certify that this Act originated in the Senate.

Wyatt Layland, Senate Secretary

Addendum A

Chapter 203: Department of Event Programming

1 Section 01: Establishment

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

4 Section 02: Mission

5 The primary mission of the Department is to:

- 6 a) Inspire, unite, and provide educational opportunities to the University of Nevada students
7 through Event Programming derived from Nevada Traditions, cultural diversity, large-
8 scale entertainment, and athletics. The board will execute the laws, planning and
9 management of all official department events of the Associated Students of the University
10 of Nevada.

11 Section 03: Structure

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

14 a) *DIRECTOR:*

15 1) The Director shall be appointed by the President, with the consent of the
16 Senate.

17 2) The Director, as the head of the Department, shall have the direction,
18 authority, and control over it.

19 3) The Director may delegate any of the Director's functions or duties to any
20 other officer of the Department.

21 4) The Director shall prepare a budget break-down for the Department for
22 the anticipated major events of the year to be presented to the President.

23 5) The Director shall recommend to the President of the Association
24 appointments of students to the Department.

25 6) The Director shall chair all meetings of the Department.

26 7) The Director shall be responsible to **serve as** or assign **liaisons** to university
27 entities that pertain or may serve as stakeholders for ASUN Programming;
28 including, but not limited to the Alumni Association, Nevada Athletics, Center
29 for Cultural Diversity, New Student Initiatives, The Wolfpack Welcome
30 Committee, and the Dean of Students.

31 8) The Director shall research various items including national trends, diversity
32 initiatives, and tradition building to guide the board's efforts to create all-inclusive
33 programs.

1 9) If an executive appointment is reported unfavorably by the Senate Committee
 2 on Oversight or if an appointee is not passed by the Senate, the Director shall
 3 present a new appointment to the Senate within the following two weeks of said
 4 committee or Senate meeting.

5 10) The Director shall act as President if, by reason of death, resignation,
 6 removal from office, inability, or failure to qualify, there is no President, Vice
 7 President, Speaker of the Senate, or Director of Clubs and Organizations to act
 8 as President.

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

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

14 13) Responsible to attend all ASUN retreats, and trainings as decided by the Chief
 15 of Internal Affairs.

16 *b) ASSISTANT DIRECTOR:*

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

19 2) The Assistant Directors will act as **co-director** proxies when the Director is
 20 absent.

21 i) The Assistant Director will be responsible for all administrative duties,
 22 including **accounting matters that pertain to the ASUN Event**
 23 **filling out proper paperwork**

24 ii)
 25
 26

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

28 i) The Assistant Director will be responsible for all administrative duties
 29 pertaining to the budget, including accounting matters and paperwork
 30 that pertains to the ASUN Event Programing Budget.

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

34 iii) The Assistant Director will perform assessments and collect data
 35 from implemented events at least **three four** times during each
 36 **session. semester**. The Assistant Director will present new data to
 37 the Board.

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

40 4) There will be an Assistant Director for Marketing and Interns.

41 i. The Assistant Director shall plan, organize,
 42 and execute the curriculum of the Event Programing Internship
 43 Program. These responsibilities include, but are not limited to:

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1. Reviewing applications, conducting interviews, and selecting candidates, ~~with oversight of the Director~~, for the Event Programming Internship Program.
 2. Produce 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.
 3. Scheduling presentations or guest speakers increases 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 form 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.
 - 5) Responsible to attend all ASUN retreats, and trainings as decided by the Director of Programming and the Chief of Internal Affairs.
- 33 c) *PROGRAMMERS:*
- 34 1) There will be a maximum of eight programmers, which will be nominated by
 - 35 the Director with consent from the Senate.
 - 36 2) Programmers shall plan all Department events and initiatives.
 - 37 3) Programmers shall be required to attend scheduled Department of Event
 - 38 Programming meetings unless the presiding officer grants an excused absence
 - 39 prior to the meeting convening.
 - 40 4) Programmers shall mentor and educate Event Programming Intern(s) that
 - 41 the Programmers may be assigned to.
 - 42 5) Programmers shall serve as liaisons to other ASUN departments and
 - 43 assist them with any Event Program inquiries.
 - 44 6) Programmers will use the data provided by the Assistant Director to
 - 45 guide their planning of future programs.
 - 46 7) Responsible for attending all ASUN retreats, and trainings as decided
 - 47 by the Director of Programming and the Chief of Internal Affairs.
 - 48 8) **Uploading all relevant documents to the NevadaBox within two weeks**
 - 49 **of the event.**

1 **Section 04: Procedures**

2 a) **EVENT PROPOSAL FORM:**

- 3 1. The event proposal form shall include at minimum the following information. Additional
4 items may be added at the discretion of the Director of Programming and Assistant Director
5 of Budget and Assessment:

6 1. **Contact Information**

- 7 1. Organizers
8 2. E-Mail

9 b. **Event Information**

- 10 1. Event Name
11 2. Event Location
12 3. Expected Attendance
13 4. Event Date
14 5. Hours of Event

15 c. **Budget Description**

- 16 1. This section shall be an itemized event budget including: item description,
17 cost, and vendor.
18 2. Miscellaneous (10% cushion of final event cost)
19 3. Total event cost
20 4. Total ASUN cost

21 There shall be a minimum of three points of discussion at a publically agendized Programming Board
22 meeting before a budget shall be passed or denied.

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24 **Section 05: Event Programming**

25 The mission of the Department of Event Programming is to inspire, unite and provide
26 educational opportunities to the undergraduate students at the University of Nevada. To ensure
27 this is completed, the Department of Event Programming will be expected to plan and execute
28 various traditional events including but not limited to the following: Homecoming events,
29 celebration of Mackay, Welcome Week, Welcome Back Week, Unity Week, Beat UNLV Event(s),
30 and Family Weekend. All events should be strategically planned to include diverse groups of
31 students. In addition to these large-scale events, the board will be responsible for creating and
32 executing events varying in topic and scale, but all should be designed around the mission and
33 vision of the Department of Event Programming. These events should be all inclusive and
34 strategically planned throughout the year to ensure campus wide success and student participation.
35 Such events should include but are not limited, speakers and concerts, and events which promote
36 campus unity and educational opportunities.