



Senate of the Associated Students of the University of Nevada

90th Session, 2022-2023

AN ACT TO UPDATE THE CHIEF OF STAFF AND CHIEF OF INTERNAL AFFAIRS DUTIES AND TITLES

Bill Number: 26

Authored By: Senator Salah on behalf of Chief of Staff Ashley Martinez and Vice President Jada Maglinao

Sponsored By: 2022-2023 Student Government Assembly

Whereas, the existing roles of the Chief of Staff and Chief of Internal Affairs serve to assist the President and Vice President as well as the Executive branch through the President's Cabinet;

Whereas, the Chief of Staff and Chief of Internal Affairs have consistently worked together throughout the 90th Session but are not currently required to do so;

Whereas, support to the President and Vice President is broad and requires specific tasks that can be completed with the support split among the two officers;

Whereas, the Chief of Staff and Chief of Internal Affairs held 2-on-1 meetings with officers at the start of the 90th Session to understand the expectations and goals of officers across the Association;

Whereas, the Chief of Staff and Chief of Internal Affairs are currently scheduling exit interviews with executive officers and departments to conclude the 90th Session as a way to prepare transition documents for the following session;

Whereas, an endowment fund is distributed from the income earned on an initial principal made and continues to perpetually give;

Whereas, a fundraiser has proved itself to be beyond the capacity of a student officer across sessions and potentially expensive to the Association;

Whereas, the John Mackay Endowment Fund has not been distributed in recent years by an officer of the Association;

Whereas, the University of Nevada’s Human Resources department no longer promotes the use of the word “chief” in job postings due to its association with cultural appropriation;

Be it enacted, the Chief of Staff title is revised to be Director of Executive Affairs;

Be it further enacted, the Chief of Internal Affairs is revised to be Director of Executive Outreach;

Be it further enacted, the new titles be reflected throughout the Statues of the Associated Students (SAS);

Be it further enacted, the changes included in Addendum A be adopted into the Statues of the Associated Students (SAS);

Be it further enacted, this legislation shall be sent to the following individuals:

- Dionne Stanfill, ASUN President
- Dr. Sandra Rodriguez, Director of ASUN
- Boris Carpio Guerra, ASUN President-elect

Adopted in Senate on March 29th, 2023

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

SECTION 03: CHIEF OF STAFF DIRECTOR OF EXECUTIVE AFFAIRS

a) ESTABLISHMENT: There is hereby established an office of **Chief of Staff** **Director of Executive Affairs** who shall be appointed by the President with the consent of the Senate.

b) DUTIES:

- 1) To assist the President **and the Vice President** at their discretion.
- 2) To serve as an advisor to the ASUN President **and President's Cabinet** regarding all executive matters.
- 3) Act as a representative of the President **and Vice President of ASUN** when necessary.
- 4) **Coordinate resources of ASUN and departments in order to ensure the goals of the Association are met alongside the Chief of Internal Affairs. Alongside the Director of Executive Affairs, organize and execute introductory meetings with officers and departments as well as exit interviews to ensure the goals of the Association are met.**
- 5) Oversee the logistics of ASUN internship process to coordinate marketing to the student body. The **Chief of Staff** **Director of Executive Affairs** shall review internship candidates for eligibility with the assistants of the Administrative Faculty of the Center for Student Engagement and distribute among departments for further review.
- 6) Plan, organize, and execute the curriculum of the Executive Internship Program at their discretion.
- 7) To have a report read or spoken into the record at minimum every other Senate meeting.

SECTION 04: CHIEF OF INTERNAL AFFAIRS DIRECTOR OF EXECUTIVE OUTREACH

a) ESTABLISHMENT: There is hereby established an office of **Chief of Internal Affairs** **Director of Executive Outreach** who shall be appointed by the President with the consent of the Senate.

b) DUTIES:

- 1) To assist the Vice President at their discretion.
- 2) To engage and conduct all outreach to the Student body and within the Association that is pertinent to the limitations and duties of the Executive Branch. This shall not replace nor supersede an other outreach done in any other part of the Association.
- 23) To serve as an advisor to the ASUN President and President's Cabinet regarding all executive event planning.
- 34) Act as a representative of the President and Vice President of ASUN when necessary.
- 25) Oversee and plan internal operations of the Executive Branch at the request of the President including but not limited to: ASUN Retreat, trainings, and the annual ASUN Banquet.
 - a. Ensure that all positions that require ASUN retreats, and trainings are in attendance and/or excused.
 - b. Excuse absences include all University recognized attendance exemptions, as well as special circumstances under the jurisdiction of the Chief of Staff Director of Executive Outreach
- 36) Coordinate resources of ASUN and departments in order to ensure the goals of the Association are met alongside the Chief of Staff. Alongside the Director of Executive Affairs, organize and execute introductory meetings with officers and departments as well as exit interviews to ensure the goals of the Association are met.
- 47) Responsible to evaluate the efficacy and utility, through documented assessments, of the events thrown with funds from the executive account.
- 5) Plan and coordinate at least one fundraiser for the ASUN John Mackay Endowment Fund.

68) To have a report read or spoken into the record at minimum every other Senate Meeting.