

TITLE I: THE LEGISLATIVE BRANCH

CHAPTER 101: COMPOSITION

SECTION 01: COMPOSITION

The Legislative Branch is composed of the Speaker of the Senate and twenty-five (25) elected Senators which includes Chairs of Committees, Vice Chairs of Committees, the Parliamentarian and the Speaker Pro Tempore with the assistance of the Legislative interns, the Secretary of the Senate, the Legislative Clerk, and Committee Secretaries.

SECTION 02: SPEAKER OF THE SENATE

a) IN GENERAL:

The Speaker shall appoint from the membership of the Senate a Parliamentarian, subject to the majority approval of the Senate, who shall advise the Speaker and individual Senators on matters of Senate procedure, the law, and the Constitution of the Associated Students.

b) DUTIES:

The duties of the Speaker of the Senate include, but are not limited to:

- 1) The Parliamentarian shall be informally trained along with or by the Attorney General of the Association within 14 days of assuming office and shall informally train officers and department directors on parliamentarian procedures.
- 2) Assume a voting position within the Committee of Oversight and the Committee on Government Operations.
- 3) Advise the speaker and individual Senators on matters of Senate Procedure, the law, and the Constitution.
- 4) Be responsible for the publicization of the Legislative tracker and ensure it is up to date.
- 5) Ensure that all meetings of the Senate are virtually accessible through remote technology platforms to the extent practicable.
- 6) Produce the agenda for any given meeting of the Senate and give proper time for officer reports, committee reports and items of business.
- 7) Direct the Senate to maintain proper decorum during meeting.
- 8) Manage Senator resignations and place the announcement of such resignations on the agenda.
- 9) Publicize and, at minimum, place advertisement in the Nevada Sagebrush for vacant Legislative positions.
- 10) Vote in matters of business where the speaker's vote would be decisive.
- 11) Sign all Acts of the Senate within Constitutional time limit.
- 12) Ensure Senate is following Nevada Open Meeting Law
- 13) Determine the quality of paper on which to print enrolled bills.
- 14) Email any legislation originally introduced within Senate or the Committee on Oversight to the Legislative Clerk within 24 hours of posting the agenda.
- 15) Act as President if, by reason of death, resignation, removal from office, inability, or failure to qualify, there is neither a President nor Vice President to discharge the powers and duties of the office of President.
- 16) To serve as a member of the University Leadership Alliance.
- 17) Responsible to attend all ASUN retreats, and trainings as decided by the Director of Executive Outreach.

SECTION 03: SENATORS

a) IN GENERAL:

A Senator, elected by peers in the college of the senator's major, serves a broad set of functions within the Association. However, the primary role of the Senator is that of legislator, amending and generating bills and resolutions which best reflect the needs and voices of the students during

the Senators term as Senator. Senators must maintain a GPA consistent with the requirements of the Constitution, from an institution of higher education.

b) **DUTIES:**

The Senator is in the prime position to communicate between students and heads of colleges. The duties of the Senator include, but are not limited to:

- 1) Host four office hours within a two-week period
- 2) Regularly attend the entirety of the convening of the Senate and its committees to which the Senator has been assigned. Inability to attend the entirety of Senate meetings on a weekly basis will result in disqualification from the Office of Senator. In the instance of disqualification, a Senator shall resign from Office.
- 3) Report during committee meetings to which the senator is assigned with respect to the Senators activities as the previous meeting, whenever the chair of the committee requests.
- 4) Mentor and educate Legislative Intern(s) that may be assigned to them in concurrence with the standards proposed by the Speaker Pro Tempore and approved by the Senate body for that session.
- 5) Regularly attend meetings of the Student Advisory Board of the college which the officers are representing or take initiative regarding an inactive or nonexistent advisory board
- 6) Regularly attend meeting of the IDEA Committee of the college which the officers are representing or take initiative regarding an inactive or nonexistent diversity committee.
- 7) Below are the minimum attendance requirements expected from a senator for the above duties outlined in Title 1, Section 03, B lines five and six, but officers can serve any additional time at their discretion:
 - a) Senators are only required to sit on half of the semesterly meetings for each group (SAB and DEI boards).
 - b) For colleges that only have one senator, that senator is expected to meet a quarter of semesterly scheduled meetings, so long as they are regularly attending their diversity committee meetings and their student advisory meetings.
 - c) For unique scheduling circumstances, the expected attendance of the senator will be at the discretion of the Speaker of the Senate.
 - d) Any senator has the option to satisfy all of their attendance requirements by being a member of just one board or committee but must be permitted by the Speaker to do so. Only strenuous scheduling circumstances are recommended to be permitted and the senator is expected to collaborate with fellow senators of their college on the information they learn in their role as a member.
- 8) Responsible to attend all ASUN retreats, and trainings as decided by the Speaker of the Senate and the Director of Executive Outreach.

SECTION 04: CHAIRS OF COMMITTEES

a) **IN GENERAL:**

The power and authority of committees as outlined in the Senate Rules shall be enforceable across branches of the Associated Students of the University of Nevada. Any changes or amendments within the Senate Rules regarding committees shall reflect and carry the same legal authority as if stated within Statute of the Associated Students.

Senate Committee chairs shall be able to enforce standing, precedents, and amendments as a result of violating the Committees authority. The Chairs shall hold their legal right to file charges related to occurred violations.

SECTION 05: CHAIRS OF COMMITTEES

a) **IN GENERAL:**

One Senator shall be elected to the position of chair per committee of the Senate; any individual

Senator who is not the Speaker may not chair more than one committee.

b) DUTIES:

The duties of the Chairs of Committees include, but are not limited to, the following:

- 1) Write agendas which reflect the intentions and projects of the Committee;
- 2) Sit on the Committee on Oversight; and
- 3) Deliver a report of the proceedings to their respective Committee during the weekly meeting of the Senate which will include highlights of Senators, topics considered, public comment, and results of interviews and audits performed in committee
- 4) Email any legislation originally introduced within the chairs committee(s) to the Legislative Clerk within 24 hours of posting the agenda.

SECTION 06: VICE-CHAIRS OF COMMITTEES

a) IN GENERAL:

A vice chair is elected by each committee to serve as a substitute for the chairperson in the Chair's absence.

b) DUTIES:

The duties of the Vice Chairs of Committees include, but are not limited to the following:

- 1) Assume the responsibility of the Chairperson in the Chair's absence.
- 2) Draft Minutes in the absence of a committee secretary.
- 3) In the absence of a Secretary at a committee meeting, distribute paper or electronic copies in a manner equivalent to the staff secretary and perform all other duties determined to be necessary by the presiding officer and the Office of the Secretary of the Senate

SECTION 07: SPEAKER PRO TEMPORE

a) IN GENERAL:

The Senate shall appoint from the membership of the Senate a Speaker Pro Tempore, subject to the majority approval of the Senate. The Speaker Pro Tempore will adopt the duties of the Speaker of the Senate when appropriate, serving at the discretion of the Speaker of the Senate.

b) DUTIES:

The duties of the Speaker Pro Tempore include, but are not limited to the following:

- 1) Run weekly meetings of the full-body Senate when the Speaker is not present
- 2) In the case of illness, leave, or omitted to make such an appointment of the Speaker, the Speaker Pro Tempore may perform the duties of the Speaker for a period not exceeding 14 days, subject to the approval of the Senate.
- 3) In the case of a vacancy in the Office of Speaker, the Speaker Pro Tempore shall act as Speaker until the election of a new Speaker. Pending such election, the Speaker Pro Tempore may exercise such authorities of the Office of Speaker as may be necessary and appropriate to that end.
- 4) Sit on the Senate Standing Committee on Oversight, as a full member of the Committee on Oversight. The Speaker Pro Tempore shall report on the legislative internship program.
- 5) Will serve as oversight and liaison to the Legislative Interns.
- 6) Coordinate the application and resignation process of the legislative interns and meet regularly with the Chair of the Legislative Interns to advise on planning of Legislative Intern meetings during the Fall semester.
- 7) Plan, organize, and execute the curriculum of the Legislative Internship program with the aid of the Legislative Chair to include, but not be limited to:
 - i) Produce the education components each week to include sentiments such as: Robert's Rules of Order, the ASUN governing documents, the current Rules of the Senate, the Nevada Open Meeting Law, functions of the Standing Committee, Nevada State and federal laws and policies, writing procedures for legislation, time management, leadership development and research skills
 - ii) Presentations or guest speakers that increase the learning mission of the program.
 - iii) Hold events where Legislative Interns are able to meet current Senators.
 - iv) Coordinate a "buddy system" where Senators are matched to mentor and educate Legislative Intern(s).
- 8) Review candidates for the Legislative Internships for eligibility with the assistance of the administrative faculty of the Center for Student Engagement.
- 9) Develop a standard for the Senators to follow during the mentorship of the assigned interns. This standard shall be proposed by the Speaker Pro Tempore and must be passed by majority approval of the Senate. The standard shall include, but is not limited to:
 - i) A minimum number of hours the Senator shall spend with the assigned interns

- on a two-week time cycle
- ii) A method Senators shall use to document the time the Senator spends with an intern.
- iii) Develop a system of demerits for instances when senators fail to fulfill these obligations.
- 10) Report on the senators' compliance with the duties and standards approved by the senate body
- 11) Responsible for the curation of the Senate Legacy Box and all files within it. These files shall provide proper documentation for future senators.

SECTION 08: PARLIAMENTARIAN

The Speaker shall appoint from the membership of the Senate a Parliamentarian, subject to the majority approval of the Senate, who shall advise the Speaker and individual Senators on matters of Senate procedure, the law, and the Constitution of the Associated Students. The Parliamentarian shall be informally trained along with or by the Attorney General of the Association within 14 days of assuming office and shall informally train officers and department directors on parliamentary procedures. The Parliamentarian shall assume a voting position within the Committee of Oversight and the Committee on Government Operations.

SECTION 09: APPORTIONMENT

The seats in the Senate shall be apportioned among the colleges as follows:

- a) College of Agriculture, Biotechnology, and Natural Resources: one (1)
- b) College of Business: four (4)
- c) College of Education and Human Development: one (1)
- d) College of Engineering: four (4)
- e) College of Liberal Arts: four (4)
- f) College of Science: four (4)
- g) Orvis School of Nursing/School of Medicine: one (1)
- h) School of Public Health: three (3)
- i) Reynolds School of Journalism: one (1)
- j) School of Social Work: one (1)
- k) Honors College (1)

SECTION 10: REAPPORTIONMENT OF SENATORS

- a) On the first day of December, or within one week thereafter, of the Seventy-Ninth session of the Senate and of each Senate thereafter, the President shall transmit to the Senate a statement showing the whole number of persons in each college and school, and the number of Representatives to which each college and school would be entitled under an apportionment of the then existing number of Senators. The apportionment method used shall be the Huntington-Hill Method of Equal Proportions, whereby each seat is designated in sequence to the college with the highest priority value in descending order. Each college shall be charted on a horizontal axis and the row number on the vertical axis. The priority value (q) is determined by dividing the population of the college (p) by the square root of (n-1)(n), "n" being equal to the row number in question. For the first row, each college will approach infinite priority, and each will be granted one seat:

$$q = p / [(n-1)(n)]^{1/2}$$

$$q = p / [(1-1)(1)]^{1/2} = p / (0 \cdot 1)^{1/2} = p / 0 = \infty$$

The priority value of the fourth row, for example, will be determined as follows:

$$1) q = p / [(n-1)(n)]^{1/2}$$

$$2) q = p / [(4-1)(4)]^{1/2} = (3 \cdot 4)^{1/2} = 12^{1/2}$$

$$3) q = p / 3.464101 \dots$$

One seat shall be granted to the college with the highest priority value, the next seat to the next highest priority value, and so on until each Senate seat is designated to a college.

- b) Each college and school shall be entitled, in the Eightieth and in each Senate thereafter until the taking effect of a reapportionment under this section or subsequent statute, to the number of Senators shown in the statement required by subsection (a) of this section, no college or school to receive less than one Senator. It shall be the duty of the Secretary of the Senate, within fifteen calendar days after the receipt of such statement, to send to the Center for Student Engagement Staff a certificate of the number of Senators to which such college or school is entitled under this section. In case of a vacancy in the office of Secretary, or the Secretary's absence or inability to discharge this duty, then such duty shall devolve on the Senior Secretary.
- c) The basis of apportionment figures shall be the enrollment headcount of undergraduate students in each college and school that is not an administrative unit of another college or school as of the University census date for the fall semester next preceding reapportionment. The headcount shall accurately reflect actual membership in the Association, in accordance with the Constitution.

CHAPTER 102: TRANSITIONS OF SESSIONS

SECTION 01: ROLL OF SENATORS-ELECT

Before the first meeting of each session of the Senate, the Secretary of the next preceding Senate shall make a roll of the Senators-elect, and place thereon the names of those persons, and of such persons only, whose credentials show that the Senators were regularly elected in accordance with the laws of the Associated Students. In case of a vacancy in the office of the Secretary of the Senate, or of the absence or inability of the Secretary to discharge the duties imposed on the Senators by law or custom relative to the preparation of the roll of Senators-elect or the organization of the Senate, those duties shall devolve on the Parliamentarian of the next preceding Senate, or the next ranking staff secretary of the Associated Students.

SECTION 02: DUTY OF THE SECRETARY OF THE SENATE

At the commencement of each session of the Senate, the Secretary shall call the Senators to order and proceed to record their presence by Colleges or Schools in alphabetical order, by call of the roll. Pending the election of a Speaker, the Secretary shall preserve order and decorum and decide all questions of order, subject to appeal by a Senator.

SECTION 03: ANNOUNCEMENT OF VACANCIES

The Secretary shall announce to the Senate the existence of any vacancies at the time of its assembly, due to resignation or otherwise.

SECTION 04: PREPARATION OF AGENDA

- a) The Secretary shall prepare the agenda, which shall include the following general items in the order given below, and such additional language as is required to satisfy the requirements of the Nevada Open Meeting Law:
 - 1) Convening of the [SESSION NUMBER] Session of the Senate.
 - 2) Opening Ceremonies.
 - 3) Ascertainment of Quorum.
 - 4) Public Comment
 - 5) Election of Speaker.
 - 6) Administration of Oath to Speaker, Senators.
 - 7) Ceremonial Resolutions.
 - 8) Committee to Notify the President.
 - 9) Notifying the President of the Election of the Speaker and Secretary of the Senate.
 - 10) Election or Appointment of Senate Officers.
 - 11) Adoption of Rules of the Senate.
 - 12) Disposition of Vacant Seats.
 - 13) Appointment of Senators to Committees.
 - 14) Additional Business [as provided by subsection b].
 - 15) Receipt of Petitions and other Correspondence Addressed to the Senate.
 - 16) Comments and Announcements.
 - 17) Public Comment.
 - 18) Adjournment.
- b) Any two Senators-elect may petition the Secretary to include additional items of business on the Senate's agenda. Such petition shall be filed with the Secretary no later than seven workingdays prior to the assembly of a session of the Senate. Such business must qualify as a question of privilege under the parliamentary authority of the Senate in order to be eligible to be placed on the agenda under this subsection.

SECTION 05: ELECTION OF SPEAKER

- a) Immediately following the ascertainment of a quorum, the Senate shall proceed to the election of the Speaker. Only newly elected Senators are eligible to be nominated and elected to the position of Speaker of the Senate. No other business shall be in order except to recess or adjourn until a Speaker, or a Speaker Pro-Tempore, has been selected.
- b) When no further nominations have been received, the Secretary shall recognize each nominee to deliver a 10-minute presentation to the Senate.
- c) The Senate shall be able to question and debate the nominees. At no time during the election of the Speaker shall the Secretary recognize any person not entitled to the floor of the Senate unless the Senate orders otherwise.
- d) At the conclusion of debate, the Secretary shall put the question of the election of the Speaker by roll call vote. The Secretary shall call the roll and each Senator shall indicate by surname the nominee of the individual Senators choice. A majority is required for the election of the Speaker.
- e) In the event that a single candidate does not receive a majority of votes, the Secretary of the Senate shall call for rounds of voting, eliminating the candidate with the fewest votes, each round until a single candidate receives a majority of the votes. In the event two or more candidates are tied with the least amount of votes, a runoff vote will occur between those candidates to identify which candidate to remove from voting.
- f) After the election of the Speaker, the first runner-up from the college or school of which the newly elected Speaker were elected shall be appointed to the Senate at the meeting following the election of the Speaker.
 - 1) If there was no runner-up from the college of which the Speaker was elected, the Senate shall fill the vacancy as the Senate by law provides to fill any other vacancy of the Senate.

SECTION 06: TRANSITION TRAINING

- a) No later than one week before the beginning of each elected term there shall be a sequence of two group trainings and orientation sessions. One Training and Orientation session will be focused on the budget of the Associated Students of the University of Nevada. All current and newly elected officials shall be required to attend orientation unless the officers cannot make it due to extenuating circumstances.
- b) Training shall be divided amongst the branches of the ASUN government, in addition to training among branches, all ASUN officials will be trained for proper operating procedures, will attend a NSHA sexual harassment policy workshop, and participate in team building exercises.
- c) Each branch shall make certain its own training shall be pertinent and specific to its function with the Association.
- d) Senate training shall follow the guidelines presented in the senate rules.
- e) Executive training shall follow the guidelines set by the President.
- f) Judicial training shall follow the guidelines set by the Chief Justice.

CHAPTER 103: LEGISLATIVE BILL PROCEDURE

SECTION 01: ENACTING CLAUSE

- a) The first enacting clause of all acts of Senate shall be in the following form: “*Be it enacted by the Senate of the Associated Students;*”
- b) Any subsequent clause shall be in the following form: “*Be it further enacted;*”
- c) The last clause of any Act shall be an enacting clause.

SECTION 02: TITLE OF APPROPRIATION ACTS

The style and title of all Acts making appropriations for the support of Government shall be substantially as follows: “An Act making appropriations (here insert the object) for the fiscal year (here insert the fiscal year).”

SECTION 03: ENROLLMENT OF BILLS

When a bill has passed the Senate, the Secretary of the Senate shall carefully enroll the bill, taking care to ensure that the bill accurately and exactly reflects the action of the Senate. The Secretary shall affix to the back of the bill a certificate attesting to its proper enrollment, which shall be signed by the Secretary. The certificate shall be in the following form: “I certify that this Act originated in the Senate.”

SECTION 04: PRINTING OF BILLS

Every bill in the Senate shall, when such a bill has passed the Senate, be printed, and such printed copy shall be called the enrolled bill and shall be signed by the presiding officer of the Senate and presented to the President of the Associated Students. The presiding officer of the Senate is mandated to sign all acts within five working days of the meeting of the Senate during which an act was passed. Only a single copy of an enrolled bill shall be prepared, but additional copies may be prepared so long as the bills are endorsed as copies on the first page and are not printed on the paper determined under Section 06 of this Chapter. During the last two weeks of a session such enrolling of bills may be done otherwise than as above prescribed, upon the order of the Senate by resolution.

SECTION 05: PAPER FOR PRINTING ENROLLED BILLS

Enrolled bills shall be printed on paper of suitable quality as shall be determined by the Speaker of the Senate.

SECTION 06: PRESENTMENT OF ENROLLED BILLS TO PRESIDENT

Each enrolled bill, subsequent to being signed by the presiding officer of the Senate within five working days of its passing, shall be presented to the President, or such other person in the Office of the President as the President may designate by written instrument, by the Secretary. Such presentment must be done in person. The Secretary shall note in a journal the date and time of presentment of enrolled bills and the official who received the enrolled bill. Such journal shall be competent evidence of the date of presentment.

SECTION 07: PROCEDURE FOLLOWING PRESENTMENT TO PRESIDENT OF ENROLLED BILLS

- a) As soon as an enrolled bill is presented, any person duly authorized shall endorse by stamp, in the left-hand margin of the first page of the enrolled bill, the date (and if necessary the time) of receipt.
- b) Within the constitutional time limit, the bill must, if approved, be signed by the President below and to the left of the signature of the presiding officer of the Senate. The President shall also write or stamp in the word “Approved” and the date the bill was signed near the President’s signature, but in no case shall text appear at the same level as or above the signature of the presiding officer of the Senate.

SECTION 08: RETURN OF BILL

- a) If the President disapproves a bill, the President shall return it to the Secretary of the Senate within the constitutional time limit, making no mark or alteration to the bill, together with the President's veto or line-item veto message, which shall be addressed and begin as follows:
 “To the Senate of the Associated Students:
 I am returning herewith without my approval S. B. [number] entitled ‘[official title or short title]’, Line(s) [number(s)].”
- b) The Secretary of the Senate, upon the return of the bill, shall note in a journal the date and time of the return of a bill. Such journal shall be competent evidence of the date of return.

SECTION 09: PROMULGATION OF LAWS AND ASSIGNMENT OF A NUMBER

- a) Whenever a bill, having been approved by the President, or not having been returned with the President's objections, becomes a law or takes effect, it shall forthwith be received by the Secretary of the Senate of the Associated Students from the President; and whenever a bill is returned by the President with his or her objections, and, on being reconsidered, is agreed to be passed, and is approved by two-thirds of the Senate, and thereby becomes a law or takes effect, it shall be received by the Legislative Clerk of the Associated Students from the Speaker of the Senate or the Secretary of the Senate and both the Speaker of the Senate and the Secretary of the Senate shall carefully preserve the originals. The Legislative Clerk, or any person duly authorized, shall also endorse by stamp the date the enrolled bill was received from the President or the Senate in the right-hand margin of the first page.
- b) The Legislative Clerk for the Associated Students, or any person duly authorized, shall assign to each bill a unique serial number (Senate session–serial number) in the order in which it was submitted to the Legislative Clerk for introduction. The Speaker and Senate Chairs are responsible for emailing any legislation originally introduced within their committees to the Legislative Clerk within 24 hours of posting their agendas. The Legislative Clerk shall keep a running document of the numbering of bills and resolutions for the Speaker and all Committee Chairs to see at any given time, and edit when adding legislation, so that the Legislative Clerks may assign any legislation originally submitted to a committee its own serial number. The Legislative Clerk shall validate this number, and, should it need to be changed, shall update the document and inform the Speaker and Chair of the alteration. Numbering of bills shall be in chronological order in which the bills were sent to the Legislative Clerk. Any binding resolutions originating on the Senate floor shall be numbered as if it were submitted on the night that it was passed on the Senate floor.
- c) Bills or resolutions previously submitted in the 82nd Session, whether enacted or not, shall be assigned a serial number within 10 business days of the enactment of this bill.

SECTION 10: AMENDMENTS TO THE CONSTITUTION

Whenever official notice is received at the appropriate office that any amendment proposed to the Constitution of the Associated Students has been adopted, according to the provisions of the Constitution, the Legislative Clerk of the Associated Students shall forthwith cause the amendment to be published, with the Legislative Clerk certificate, specifying the vote by which the same may have been adopted by both the students and the Board of Regents of the Nevada System of Higher Education, and that the same has become valid, to all intents and purposes, as a part of the Constitution of the Associated Students.

SECTION 11: ASSOCIATED STUDENTS AT LARGE; ADMISSIBILITY IN EVIDENCE

The Legislative Clerk of the Associated Students shall cause to be compiled, edited, indexed, and published, the Associated Students Statutes at Large, which shall contain all the laws and resolutions enacted during each regular session of the Senate; all proclamations by the President in the numbered series issued since the date of the adjournment of the regular session of the Senate next preceding; and also any amendments to the Constitution of the Associated Students proposed or ratified pursuant to Article V thereof since that date, together with the certificate of the Legislative Clerk of the Associated

Students issued in compliance with the provision contained in Section 12 of this Chapter. In the event of an extra session of the Senate, the Legislative Clerk of the Associated Students shall cause all the laws and resolutions enacted during said extra session to be consolidated with, and published as part of, the contents of the volume for the next regular session, unless such special session was held during a regular session or within one month of the regular session next preceding. The Associated Students Statutes at Large shall be legal evidence of the laws, resolutions, proclamations by the President, and proposed or ratified amendments to the Constitution of the Associated Students therein contained in all the courts of the Associated Students.

SECTION 12: SLIP LAWS; ADMISSIBILITY IN EVIDENCE

The publication in slip or pamphlet form of the laws of the Associated Students issued under the authority of the Legislative Clerk of the Associated Students shall be competent evidence of the Acts of the Senate therein contained in all the courts of the Associated Students without any further proof or authentication thereof.

CHAPTER 104: CONSTITUTIONAL AMENDMENT PROCEDURE

SECTION 01: PROPOSAL OF A CONSTITUTIONAL AMENDMENT TO THE CONSTITUTION OF THE ASSOCIATED STUDENTS

When the Senate has proposed an amendment to the Constitution of the Associated Students, pursuant to provisions of the Article V thereof, the Secretary of the committee shall certify to the President of the Associated Students the text of the amendment.

SECTION 02: PLACEMENT ON THE BALLOT

Whensoever an amendment to the Constitution is received before March, the President of the Associated Students shall cause the amendment to appear on the ballot.

SECTION 03: CERTIFICATION TO THE PRESIDENT OF THE UNIVERSITY

Whensoever an amendment to the Constitution has been ratified by the membership of the Association, pursuant to the provisions of Article V of the Constitution, the President of the Associated Students shall forthwith certify to the President of the University that the amendment was ratified pursuant to the provisions of the Constitution.

SECTION 04: DUPLICATE CERTIFICATES

The President of the Associated Students shall cause to be filed with the Secretary of the Senate, the Legislative of the Associated Students, and the President a duplicate of the certificate.

SECTION 05: DECLARATION OF ASSOCIATION POLICY

It is the policy of the Associated Students that the President of the University shall play no role in the consideration of an amendment to the Constitution of the Associated Students except insofar as may be required to ensure the expeditious consideration of the amendment by the Board of Regents of the Nevada System of Higher Education.

SECTION 06: AUTHORITY OF CHANGE

- a) No person or entity, except the membership of the Association voting in an election held for the purpose of ratifying an amendment to the Constitution, retains the power and authority to make changes to the Constitution of the Associated Students once an amendment has been properly proposed pursuant to the provisions of Article V of the Constitution; and
- b) No person or entity retains the authority to make changes, alterations, or other adjustments to an amendment to the Constitution of the Associated Students subsequent to its proper proposal to the membership of the Association.

TITLE II: THE EXECUTIVE BRANCH

CHAPTER 201: OFFICE OF THE PRESIDENT

SECTION 01: DUTIES OF THE PRESIDENT

The following shall be considered the duties of the President of the Associated Students:

- 1) To attend meetings of the Nevada System of Higher Education Board of Regents.
- 2) To make all appointments to University Committees.
- 3) To appoint and remove all inferior officers of the executive branch unless otherwise specified by law. Should a dire circumstance impede with the functions and operations of an executive department, the President may temporarily withhold appointment of executive officer(s) with a majority vote approval from the Senate of the Associated Students.
 - a. If an executive position is not hired in a two-week period, the Speaker of the Senate must place the question of appointment for the position on the agenda where the Speaker sees fit. The senators will vote whether the President can delay the hiring of an officer or must hire an officer in the coming two weeks. The President will be allowed a presentation, followed by discussion of the senators, then a vote.
- 4) To attend meetings of the Foundation Board of Trustees.
- 5) To attend meetings of the Alumni Association Council.
- 6) To communicate regularly with the President of the University and members of the University Administration.
- 7) To expend funds from the Capital Account and any existing ASUN accounts comprised of student fees, bookstore profits, grants, and revenues as allocated by the Senate.
- 8) Shall have the power to co-sponsor events through the Office of the President, subject to Senate funding.
- 9) To submit requests for positions necessary for the function of the Executive Branch at the time of presentation of the budget to the Senate for approval.
- 10) Shall have the power to issue proclamations, or opinions of the Office of the President.
- 11) To transmit to the Senate a statement showing the whole number of persons in each college and school, and the number of Representatives to which each college and school, and the number of the then existing number of Senators.
- 12) To set the guidelines for the executive training according to Title I.102.6.
- 13) To submit nominations to the Senate within two weeks of the President taking office for the following officers: Director of Executive Affairs, Director of Programming, Director of Clubs and Organizations, Director of Government Affairs, Director of Campus and Public Relations, Director of Sustainability, Director of Campus Wellness, Attorney General, and Chief Justice.
- 14) To 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 President is unable to find a qualified candidate within those two weeks, the President must present to the Committee on Oversight and explain the circumstances.
- 15) To report changes of signature authority at the Senate meeting immediately following.
- 16) To report to the Senate Committee on Budget and Finance when a temporary transfer from the Capital Fund is to be made, its purpose, and its expected duration before reversion with guidance from the Director of the Associated Students.
- 17) To prepare the budget according to Title VI.605.5.
- 18) To develop programs to improve the compilation, analysis, publication, and dissemination of statistical information by agencies in order to enhance fiscal efficiency.
- 19) To make a study of each agency to decide, and may send the Senate recommendations, on

changes that should be made in:

- a. The organization, activities, and business methods of agencies;
 - b. Agency appropriations;
 - c. The assignment of particular activities to particular services; and
 - d. Regrouping of services.
- 20) To evaluate and develop improved plans for the organization, coordination, and management of the executive branch of the Government.
 - 21) To determine the design for the seal of the President.
 - 22) To notify the Senate Committee on Academics and Student Affairs if the President formulates and publishes additional regulations as may be necessary to administer the scholarships funded by the Associated Students.
 - 23) To establish a selection committee or delegate the administration to the Office of Financial Aid for the purpose of awarding the scholarship, in accordance with the terms of the scholarship when a scholarship is awarded by the Associated Students but has not been provided for in statute.
 - 24) To ensure that the Office of Financial Aid promotes ASUN funded scholarships.
 - 25) To publish the names of the recipients of each scholarship awarded by the Associated Students in a medium that is suitable for the purpose of recognizing the recipients.
 - 26) To review the ASUN Food Pantry Program prior to the approval of the budget for each fiscal year.
 - 27) To have a report read or spoken into record at minimum every other Senate meeting.
 - 28) To serve as a member of the University Leadership Alliance.
 - 29) Responsible to attend all ASUN retreats, and trainings as decided by the Director of Executive Outreach.
 - 30) To chair and oversee all meetings of the President's Cabinet, which must occur at least once per month, with an agenda posted in accordance with Nevada Open Meeting Law.

SECTION 02: DUTIES OF THE VICE PRESIDENT

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

- 1) To assist, the president, in preparing and maintaining an operating budget for ASUN.
- 2) To act as a liaison between the Senate and the Executive Branch.
- 3) To act as a liaison between the Senate and the ASUN funded student publications.
- 4) To develop and coordinate volunteers for the ASUN Orientation presentation.
- 5) To work with the Career Studio to run the Pack Internship Grant Program or designate someone to do so.
- 6) To act as liaison between the government of ASUN and the services of ASUN.
- 7) To act a liaison between Athletics and ASUN
- 8) To have a report read or spoken into record at minimum every other Senate meeting.
- 9) To be responsible for all operations of the Pack Friendly Business Campaign including, but not limited to, outreaching to potential partners, communicating with affiliated partners, and managing discount renewals on an annual basis.
- 10) To serve as a member of the University Leadership Alliance.
- 11) Responsible to attend all ASUN retreats, and trainings as decided by the President and the Director of Executive Outreach.

SECTION 03: DIRECTOR OF EXECUTIVE AFFAIRS

a) ESTABLISHMENT:

There is hereby established an office of Director of Executive Affairs who shall be appointed by the President with the consent of the Senate.

b) DUTIES:

- 1) To assist the President at their discretion.
- 2) To serve as an advisor to the ASUN President regarding all executive matters.

- 3) Act as a representative of the President and when necessary.
- 4) 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 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: DIRECTOR OF EXECUTIVE OUTREACH

a) **ESTABLISHMENT:**

There is hereby established an office of 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 any other outreach done in any other part of the Association.
- 3) To serve as an advisor to the ASUN President and President's Cabinet regarding all executive event planning.
- 4) Act as a representative of the Vice President when necessary
- 5) 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 Director of Executive Affairs.
- 6) 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.
- 7) Responsible to evaluate the efficacy and utility, through documented assessments, of the events thrown with funds from the executive account.
- 8) To have a report read or spoken into the record at minimum every other Senate Meeting.
- 9) Act as a primary liaison between ASUN and the University of Nevada Reno at Lake Tahoe. While collaborating with student organizations and clubs they are in.

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 the President is unable to find a qualified candidate within those two weeks, the President must present 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, which must occur at least once per month, with an agenda posted in accordance with Nevada Open Meeting Law.
 - 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 the officers in the Department of Clubs and Organizations.
 - 9) Responsible to attend all ASUN retreats, and trainings as decided by the Director of Executive Outreach.

SECTION 04: ASSISTANT DIRECTOR OF BUDGET AND SEAB

There is an Assistant Director of Clubs and Organizations of Budget and SEAB 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) To act as a liaison between the Department, clubs, and SEAB.
 - vi) To assume the duties and responsibilities of the Director in the Directors absence.
 - vii) To act as a liaison between the Department and Central Station.
 - viii) Any other duties as assigned by the Director.
 - ix) Responsible to attend all ASUN retreats, and trainings as decided by the Director of Clubs and Organizations and the Director of Executive Outreach.
 - x) The Assistant Director shall be required to attend scheduled Department of Clubs and Organizations meetings, unless the presiding officer grants an excused absence prior to the meeting convening.

c) STUDENT EVENTS AND ADVISORY BOARD (SEAB)

The Assistant Director shall serve as a liaison with the Student Events Advisory Board including attending SEAB meetings, managing the club event schedule, and assisting clubs with event process/logistics.

- 1) To attend Student Events Advisory Board meetings for the purpose of funding proposals and club advisement.
 - i. Supporting clubs with funding questions, SEAB questions, and event assistance necessary for the success of the clubs.
 - ii. Report to the commission prior to funding hearings with club SEAB information to allow commissioners to proactively reach out to clubs.
- 2) To be present at funding hearings for ensuring clubs have applied and attended SEAB.
- 3) To track club events schedule in order to ensure clubs are following correct processes and ensuring success.

SECTION 05: ASSISTANT DIRECTOR OF CLUB RENEWAL AND INTERNS

There is an Assistant Director of Clubs and Organizations of Club Renewal and Interns 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 oversee the club renewal process and delegate tasks to the commission.
 - ii. Work with the CSE Assistant Director of Clubs and Organizations as well as the Club Engagement Assistant in the club renewal process.
 - iii. Oversee the Department of Clubs and Organizations Internship

Program.

- iv. Any other duties assigned by the Director.
- v. Responsible to attend all ASUN retreats, and trainings as decided by the Director of Clubs and Organizations and the Director of Executive Outreach.
- vi. The Assistant Director shall be required to attend scheduled Department of Clubs and Organizations meetings, unless the presiding officer grants an excused absence prior to the meeting convening.

c) **INTERNSHIP PROGRAM:**

The Assistant Director of Club Renewal and Interns 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 throughout the program 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 programs.
 - iii. Coordinating a “mentor system” where the Director, Club Commissioners, and Assistant Directors, are matched to mentor and educate the Department Clubs and Organizations Intern(s).

d) **CLUB RENEWAL:**

The Assistant Director of Club Renewal and Interns shall oversee the Department of Clubs and Organizations Club Renewal processes including upholding communication and maintaining structure with the Department, clubs, and Center for Student Engagement.

- 1) Delegating club renewal tasks to commissioners for completion and assigning deadlines for clubs to have a timely renewal period.
- 2) Responsible for holding clubs accountable for completing renewal tasks and following up with clubs for missing items or indication of completion.
- 3) Assist with all processes regarding registrations and renewal preparation when necessary.
- 4) Communicating with clubs and the Department of renewal processes including:
 - i. Sending email checklists with necessary tasks needed for completion by delegating email checks to commissioners.
 - ii. Communication with the commission to ensure constituents are being reviewed, as well as all other renewal tasks.
 - iii. Ensuring clubs have completed tasks with all required information and scores by delegating task checks to commissioners.

SECTION 06: 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) Responsible to attend all ASUN retreats, and trainings as decided by the Director of Clubs and Organizations and the Director of Executive Outreach.
- d) Each commissioner may be delegated any of the following areas of emphasis at the discretion of the Director:
 - 1) Pre-Professional
 - 2) 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

SECTION 07: 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 08: 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 the Interns are assigned to.
 - 7) Commissioners are required to plan one (1) club event or fair for clubs and organizations within the officers assigned coalition at least once during the officer's term.
 - i. Example: The Commissioner in charge of Campus Life can plan a club fair for the art and music clubs and organizations within the coalition.
 - 8) Commissioners shall be required to attend scheduled Department of Clubs and Organizations meetings, unless the presiding officer grants an excused absence prior to the meeting convening.
- 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 09: RECOGNITION OF CLUBS AND ORGANIZATIONS

- a) Any group of at least four (4) undergraduate students enrolled in a total of at least four (4) 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. Exemptions based on expertise may be considered by the Assistant Director of the Center for Student Engagement and the Director of Clubs and Organizations."
 - 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 four (4) undergraduate students enrolled in at least one (1) credit each to become members on the club or organization's GivePulse page.
 - 7) The President and Treasurer of the club or organization must annually complete the Club Recognition Course, which includes Central Station, FERPA, food training, and Basic Life Support.
 - 8) The club or organization must submit a thorough and complete record of all members of their club compliant with the methods and regulations provided in the Club Funding Manual.
 - 9) By applying for club recognition, the club or organization recognizes that they are affirming that all current or future members of the club are enrolled and will be enrolled in at least one (1) credit at the University of Nevada, Reno either in a graduate or undergraduate course.
 - 10) The club recognizes that permitting a non-University student to be a member of the club will result in termination of club recognition standing effective immediately and a probational period may be determined by the Director of Clubs and Organizations.
 - 11) An officer of a Club or Organization at the time of recognition and through their tenure must possess and maintain a valid Basic Life Support (BLS) certification. Proof of certification must be submitted with the club recognition application.
- b) The Club Commission reserves the right to make final decisions regarding club recognition status for all clubs and organizations under their purview.

SECTION 10: USE OF CERTAIN NAMES, SYMBOLS, 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 11: 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 12: AUTHORIZATIONS 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 13: 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.

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 to the University of Nevada students through Event Programming derived from Nevada Traditions, cultural diversity, large-scale entertainment, 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.

e) DIRECTOR:

- 1) The Director shall be appointed by the President, with the consent of the Senate.
- 2) The Director, as 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, of the Department.
- 4) 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.
- 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, which must occur at least once per month, with an agenda posted in accordance with Nevada Open Meeting Law.
- 7) The Director shall be responsible to serve as or assign liaisons to university entities that pertain or may serve as stakeholders for ASUN Programming; including, but not limited to the Alumni Association, Nevada Athletics, Center for Cultural Diversity, New Student Initiatives, The Wolfpack Welcome Committee, and the Dean of Students.
- 8) 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.
- 9) 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.
- 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) 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 meeting of the corresponding semester.
- 12) The Director is to have a report read or spoken into record at minimum every other Senate meeting.
- 13) Responsible to attend all ASUN retreats, and trainings as decided by the Director of Executive Outreach.

b) ASSISTANT DIRECTOR:

- 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 co-director proxies when the Director is absent.
 - i) The Assistant Director will be responsible for all administrative duties, including filling out proper paperwork, overseeing programming meetings, and providing direction for programmers.
 - 3) There will be an Assistant Director of Budget and Assessment.
 - i) The Assistant Director will be responsible for all administrative duties pertaining to the budget, including accounting matters and paperwork that pertains to the ASUN Event Programing 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 four times during each session. The Assistant Director will present new 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 plan, organize, and execute the curriculum of the Event Programing Internship Program. These responsibilities include, but are not limited to:
 1. Reviewing applications, conducting interviews, and selecting candidates 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 the increase the learning mission of the program.
 4. Coordinating a “buddy system” where programmers are matched to mentor and educate Event Programing 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 Director of Executive Outreach.
 - 6) The Assistant Directors shall be required to attend scheduled Department of Programming meetings, unless the presiding officer grants an excused absence prior to the meeting convening.
- 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 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 the Programmers may be assigned to.
- 5) Programmers shall serve as liaisons to other ASUN departments and assist them with any Event Program inquiries.
- 6) Programmers will use the data provided by the Assistant Director to guide their planning of future programs.
- 7) Responsible to attend all ASUN retreats, and trainings as decided by the Director of Programming and the Director of Executive Outreach.
- 8) Uploading all relevant documents to the NevadaBox within two weeks of the event.

SECTION 04: PROCEDURES

a) EVENT PROPOSAL FORM:

- 1) The event proposal shall include at the minimum the following information. Additional items may be added at the discretion of the Director of Programming and Assistant Director of Budget and Assessment:
 - i) Contact Information
 - 1. Organizers
 - 2. E-Mail
 - ii) Event Information
 - 1. Event Name
 - 2. Event Location
 - 3. Expected Attendance
 - 4. Event Date
 - 5. Hours of Event
 - iii) Budget Description
 - 1. This section shall be an itemized event budget including: item description, cost, and vendor.
 - 2. Miscellaneous (10% cushion of final event cost)
 - 3. Total event cost
 - 4. Total ASUN cost

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

SECTION 05: 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, speakers and concerts, and events which promote campus unity and educational opportunities.

CHAPTER 204: THE DEPARTMENT OF CAMPUS AND PUBLIC RELATIONS

SECTION 01: ESTABLISHMENT

There is hereby established a Department of Campus and Public Relations as an executive department of the Association.

SECTION 02: MISSION

The mission of the Department;

- A) Maintain and advance the Association's institutional reputation by creating smart and effective marketing and communication solutions that showcase the University as a dynamic Tier I institution and increase awareness of ASUN activities.

SECTION 03: STRUCTURE

The Department of Campus and Public Relations shall consist of a Director and Assistant Director of Campus and Public Relations.

SECTION 04: DIRECTOR OF CAMPUS AND PUBLIC RELATIONS.

a) IN GENERAL:

There is a Director of Campus and Public Relations, appointed by the President, with the consent of senate.

b) HEAD OF THE DEPARTMENT

The Director will be the head of the Department, and shall have direction, authority and control over it.

c) FUNCTIONS:

- 1) To form focus groups and committees at the President's request to collect student concern on local, national, and campus issues. The committee shall be composed of, but not limited to, students, faculty, and community leaders.
- 2) To focus on increasing the visibility of the Association in greater campus, local, state, and national communities.
- 3) To draft media releases for the Association with approval from the President.
- 4) Produce multimedia-content to release weekly updates to the students about ASUN including but not limited to new initiatives, allocations of funds, passed legislation, and upcoming events.
- 5) To provide a vision statement and blueprint for Inkblot to provide for consistency in branding, messaging, and design of ASUN by meeting regularly with the Creative Director of Inkblot to assess the progress of brand management and ensure the brand and its message is relevant.
- 6) To 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, Director of Clubs and Organizations, Director of Programming, or Attorney General to act as President.
- 7) To advise the Senate regarding the efficacy of its outreach efforts.
- 8) To have a report read or spoken into record at minimum every other Senate meeting.
- 9) To cross-promote relevant content between the Association's digital media platforms including but not limited to newsletters, blog posts, and social media.
- 10) To work with the Centre for Student Engagement's Information Technology team to update and provide content for the ASUN website.
- 11) To work in collaboration with the Vice President to develop marketing and outreach strategies for the Pack Friendly Business Program.
- 12) To communicate with and oversee the Assistant Director of Campus and Public Relations.
- 13) Responsible to attend all ASUN retreats, and trainings as decided by the President and the Director of Executive Outreach.

SECTION 05: AUTHORIZATION OF APPROPRIATIONS

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

SECTION 06: ASSISTANT DIRECTOR OF CAMPUS AND PUBLIC RELATIONS

a) IN GENERAL:

There will be an Assistant Director of Campus and Public Relations, appointed by the Director, with the consent of the senate.

b) FUNCTIONS:

- 1) To act as the Director of Campus and Public Relations in the Director's absence or at the Director's request.
- 2) To work with the Director to develop the departmental strategic plans and objective.
- 3) In accordance with the Director, to focus on increasing the visibility of the Association in greater campus, local, state and national communities.
- 4) In accordance with the Director, to produce multimedia-content to release weekly updates to the students about ASUN including but not limited to new initiatives, allocations of funds, passed legislations and upcoming events.
- 5) In accordance with the Director, to work with the Center for Student Engagement's Information Technology team to update and provide content for the ASUN website.
- 6) To focus on ensuring that the association's multimedia-content and ASUN website are compliant with necessary accommodations set forth by the Americans with Disability Act.
- 7) To be responsible to attend all ASUN retreats and trainings as decided by the Director of Campus and Public Relations and the Director of Executive Outreach.

CHAPTER 205: ATTORNEY GENERAL

SECTION 01: ESTABLISHMENT

There is hereby an Attorney General, appointed by the President, with the consent of the Senate.

SECTION 02: DUTIES

The duties of the Attorney General are:

- 1) The Attorney General shall issue advisory opinions concerning the law, legislation, or any other act of the Association.
- 2) Copies of the Attorney General's opinions will be distributed to the President, Vice President, and all Senators. The opinions are to also be made available to anyone upon request.
- 3) All requests for the Attorney General to issue advisory opinions must be made in writing except those made on the Senate floor.
- 4) To update and distribute the Constitution for the purpose of engrossing any Constitutional Amendments as passed by the Association and approved by the Board of Regents. The Attorney General is designated the responsibility to publish current editions of the Associated Student's Constitution.
- 5) The Attorney General 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, Director of Clubs and Organizations, or Director of Programming to act as President.
- 6) The Attorney General shall investigate alleged violations of the Election Code and prosecute offenders before the Judicial Council.
- 7) The Attorney General shall prosecute any case, at the Attorney General's or Judicial Council's discretion, filed by a third party, even in cases where the plaintiff seeks to dismiss the charge.
- 8) The Attorney General shall act as the representative of the Director of Elections and Democratic Education before the ASUN Judicial Council.
- 9) The Attorney General shall ensure that all regulations concerning petitions are followed fully.
- 10) The Attorney General shall deliver and provide for all petitions (for each election) or for initiative and referendums to the President of the Associated Students and the Director of Elections and Democratic before the Candidates' Meeting.
- 11) The Attorney General shall assist any student interested in writing a petition for initiative and referendum.
- 12) The Attorney General shall certify that a petition question is an impartial and accurate description of the proposal and shall assign the petition an Official Name and Number, if the petition creates a law, prepare an Official Summary of the petition, to confer with the office of Legal Counsel or designee for approval of language on questions of student fees, and to create the petition and return to the Primary Proponent three (3) copies of the petition.
- 13) The Attorney General shall verify that there are a sufficient number of valid signatures on each petition, by checking the student status of each person who signed the petition, to immediately notify the Primary Proponent(s) if the verifying official discovers that the petition submitted lacks sufficient valid signatures, and to preserve the petition for the same time period as the Director of Elections and Democratic Education preserves the ballots for the election for which the petition qualified or attempted to qualify for placement on the ballot.
- 14) The Attorney General shall notify Candidates and all others cited of charges during elections.
- 15) The Attorney General shall supervise ballot tabulation.
- 16) The Attorney General shall release the election results as soon as possible.
- 17) The Attorney General shall attend or send a representative to all physical polling locations and places where ballots are kept and tabulated, provided such representative is not a candidate or agent in the election.
- 18) To carry out such other functions and duties as required under the constitution and laws.

- 19) The Attorney General shall not prosecute any case to which the Attorney General is a party or in which the Attorney General has an interest in the outcome as described in subsection 3, Title III, Chapter 302, Rule 3a. When such a conflict occurs, the Chair of Government Operations shall act as a special prosecutor to act as and perform the elections duties of the Attorney General insofar as the Attorney General's conflict is concerned.
- 20) To have a report read or spoken into record at minimum every other Senate meeting.
- 21) Responsible to attend all ASUN retreats, and trainings as decided by the President and the Director of Executive Outreach.
- 22) The Attorney General shall serve as ex-officio member on the Senate Committee on Government Operations.
- 23) Organize trainings and continue to provide education on Nevada Open Meeting Law for the Association.
- 24) Ensure Nevada Open Meeting Law is followed and work with Officers to correct any violations.
 - a) To cancel meetings that have violated Nevada Open Meeting Law.
 - b) In the cancellation notice, the Attorney General must list what violation(s) occurred.
 - c) The Attorney General must send a meeting cancellation notice no later than twenty-four hours before the meeting is to take place.
- 25) The cancellation notice must be sent to the presiding officer and Secretary of the Senate.
- 26) To invalidate meetings that have been conducted and violated Nevada Open Meeting Law.
 - a) In the invalidation notice, the Attorney General must list the violation(s) that occurred.
 - b) The invalidation notice must be sent to the presiding officer and the Secretary of the Senate.
- c) Ensure that Executive Department Heads are hosting regular meetings in accordance with Nevada Open Meeting Law at least once per month.

CHAPTER 206: DEPARTMENT OF IDEA

SECTION 01: ESTABLISHMENT

There is hereby established a Department of (IDEA), to be commonly known as ASUN IDEA, as an executive department of the Association. The acronym IDEA includes but is not limited to Identity, Inclusion, Intersectionality, Diversity, Decolonization, Equity, Empathy, Ethnicity, Accessibility, Advocacy, Allyship, etc.

SECTION 02: MISSION

The primary mission of the Department is to:

- a) Create and maintain spaces for students, faculty, administration, and staff members to safely discuss and learn about diverse and under-represented populations
- b) Plan and program various events, initiatives and activities both on and off campus that divulge student learning on unique, diverse topics ranging from, but not limited to: race, culture, LGBTQIA+, internationalism, socioeconomic status, disabilities, and religion.
- c) To track University, local, state, and federal policy to ensure that under-represented students are represented fairly.
- d) Encourage activism of under-represented groups on campus to create a more accepting and positive campus culture for people of all backgrounds.
- e) Other matters properly relating thereto

SECTION 03: STRUCTURE

The Department of ASUN IDEA shall consist of a Director, one Assistant Director, and two (2) IDEA Commissioners.

SECTION 04: DIRECTOR

- a) IN GENERAL:
There shall be a Director of IDEA, appointed by the president, with consent of the senate.
- b) HEAD OF DEPARTMENT:
The Director is the head of the department and shall have direction and authority over it.
- c) DUTIES:
 - 1) The Director shall chair and oversee the Department of IDEA.
 - 2) The Director shall chair and oversee the Diversity Advisory Board, composed of representatives both on and on campus that represent diverse segments of the community.
 - 3) The Director shall develop relationships with and meet regularly with leaders ranging from, but not limited to multicultural, religious, and social justice related student organizations.
 - 4) The Director shall provide advice and recommendations to ASUN officers to create a more inclusive environment within the Association.
 - 5) The Director may delegate any of the Director's functions to any other officer, employee, or organizational unit of the Department.
 - 6) The Director shall serve as an ex-officio, non-voting member of the Senate Committee on IDEA, and may designate a different officer of the department to attend and serve in that capacity in their absence.
 - 7) 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, if an appointee is not passed by the Senate, or if Director is unable to find a qualified candidate within two weeks, the Director must present to the Committee on Oversight and explain the circumstances.
 - 8) The Director shall meet at least once per semester with the University's Chief Diversity

Officer.

- 9) The Director shall appoint members of the Department to serve as liaison to the Center for Multi-Cultural Centre, Disability Resource Center, Veterans Services, Office of International Students and Scholars, USAC, McNair Scholars, Dean's Future Scholars, Gear Up, TRiO Scholars, First in the Pack, and Undocumented Student Programs.
- 10) Oversee the planning and coordination of said events.
- 11) Serve on university committees relating to campus diversity and inclusion.
- 12) Convey to the Senate of the Associated Students information and data related to the status of minority student enrollment and participation in campus activities.
- 13) To have a report read or spoken into record at minimum every other Senate meeting.
- 14) Responsible to attend all ASUN retreats, and trainings as decided by the President and the Director of Executive Outreach.
- 15) To chair and oversee all meeting of the Department of IDEA, which must occur at least once per month, with an agenda posted in accordance with Nevada Open Meeting Law.

SECTION 05: ASSISTANT DIRECTOR

a) IN GENERAL:

There shall be an Assistant IDEA, nominated by the Director, with the consent of the Senate

DUTIES:

The Assistant Director Shall:

- 1) Help coordinate and oversee the logistics, programming, research, and policy analysis of the Department.
- 2) Be required to attend scheduled Department of IDEA meetings unless the presiding officer grants an excused absence prior to the meeting convening, and run department meetings in the absence of or at the request of the Director.
- 3) In the case of the vacancy in the Office of the Director of the Department, the Assistant Director shall act as Director until the appointment of a new Director.
- 4) Assist members of the Department in the planning and implementation of all Department events and initiatives.
- 5) Plan, organize, and execute the curriculum of the IDEA Internship program to include:
 - i) Producing the education components to include sentiments such as: multicultural awareness, student activism, event planning, policy analysis, data analysis, time management, and leadership skills.
 - ii) Presentations or guest speakers that increase the learning mission of the program.
 - iii) Coordinating a system where interns will report to the officer in the Department of IDEA that the Assistant Director deems appropriate.
- 6) Will serve as oversight and liaison to IDEA Interns
- 7) Review candidates for the IDEA Internship for eligibility with the assistance of the administrative faculty of the Center for Student Engagement.
- 8) Responsible to attend all ASUN retreats, and trainings as decided by the Director of IDEA and the Director of Executive Outreach.

SECTION 06: COMMISSIONERS

a) IN GENERAL:

There shall be three IDEA Commissioners, nominated by the Director, with the consent of the Senate

- 1) There shall be a Commissioner of Social Justice and Policy
 - i) There shall be a Commissioner of Social Justice and Policy, nominated by the Director, with the consent of the Senate.
 - ii) The Commissioner of Social Justice and Policy shall track University, local,

state, and national policy that affect students, as well as research diverse and inclusive initiatives happening at other institutions. The Commissioner of Social Justice and Policy shall research and analyze policy and provide data for the Director to present to the Senate.

- 2) There shall be a Commissioner of Projects and Events
 - i) There shall be a Commissioner of Projects and Events, nominated by the Director, with consent from the Senate.
 - ii) The Commissioner of Projects and Events shall coordinate and organize any events, initiatives, and efforts to educate students, faculty, and staff on diverse topics, and to empower under-represented students.
 - 3) There shall be a Commissioner of Marketing and Outreach
 - i) There shall be a Commissioner of Marketing and Outreach, nominated by the Director, with the consent of the Senate.
 - ii) The Commissioner of Marketing and Outreach shall plan, and coordinate events directed at gauging opinions and student interests ranging from, but not limited to: race, culture, LGBTQIA+, internationalism, socioeconomic status, disabilities, and religion, as appointed by the Director.
 - iii) The Commissioner of Marketing and Outreach shall aid the Commissioner of Projects and Events in the promotion of campaigns and events as well as serve as a liaison between the department and InkBlot.
 - 4) Responsible to attend all ASUN retreats, and trainings as decided by the Director of IDEA and the Director of Executive Outreach.
- b) **ADDITIONAL DUTIES:**
- 1) Commissioners shall act as liaisons between students that identify in diverse groups ranging from, but not limited to: race, culture, LGBTQIA+, internationalism, socioeconomic status, disabilities, and religion, as appointed by the Director.
 - 2) Commissioners shall be responsible for highlighting and addressing issues to their specific breaches and plan their own events catering to their designated groups of people.
 - 3) Commissioners shall be required to attend scheduled Department of IDEA meetings unless the presiding officer grants an excused absence prior to the meeting convening.
 - 4) Commissioners shall mentor and educate IDEA Intern(s) that the Officers may be assigned to.

SECTION 07: AUTHORIZATION OF APPROPRIATIONS

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

CHAPTER 207: DEPARTMENT OF SUSTAINABILITY

SECTION 01: ESTABLISHMENT

There is hereby established a Department of Sustainability as an executive department of the Association.

SECTION 02: MISSION

The primary mission of the Department is to:

- a) Pursue initiatives that improve the eco-friendliness and overall sustainability of the university and the Reno community
- b) Ensure that the student body is well educated and aware of issues pertaining to sustainability on the local and national level
- c) Host events that are both engaging and informational for students to learn about sustainability and how to adopt a sustainable lifestyle
- d) Execute the Sustainable Nevada Initiative Fund
- e) Other matters properly relating thereto

SECTION 03: DUTIES

The Department of Sustainability shall consist of a Director and one Assistant Director

SECTION 04: DIRECTOR OF SUSTAINABILITY

a) IN GENERAL:

There is a Director of Sustainability, appointed by the President, with the consent of the Senate.

b) HEAD OF DEPARTMENT:

The Director will be the head of the Department, and shall have the direction, authority, and control over it.

c) FUNCTIONS:

- a. Develop relationships with and meet regularly with leaders from environmental and sustainability related student organizations
- b. Develop a working relationship with the Assistant Director of Environmental Programs, and other related environmental and sustainability offices, or offices which would benefit from sustainability advocacy.
- c. Proactively address environmental and sustainability concerns and policy issues in areas of Campus Life including, but not limited to, transportation, food and dining, facilities, recycling and waste, or any area the Director identifies as a current priority.
- d. Serve on university committees and task forces relating to sustainability, such as the University Sustainability Committee, Arboretum Board, and Campus Bicycle Committee
- e. Oversee and execute the Sustainable Nevada Initiative Fund Program
- f. Organize and appoint the appropriate members to the Sustainable Nevada Initiative Fund committee.
- g. Act as a standing member of the Sustainable Nevada Initiative Fund committee.
- h. Execute any initiatives assigned by the President relevant to the mission of the Director of Sustainability.
- i. Pursue various means of improving the campus transportation system that prioritizes walking, biking, public transportation, and shared commuting.
- j. Work on community projects involving the university and off-campus partners.
- k. Act as a Consultant and sustainability advocate to the Senate of the Associated Students and other offices by conveying information and data related to sustainability issues concerning university students and new initiatives, and department information.
- l. Have a report read or spoken into the record at minimum every other Senate meeting.
- m. Attend Senate Committee Meetings should they deal with the themes of Sustainability and give

- a written or in-person report about those topics to the Committee Chair.
- n. Develop a departmental strategic plan for the session to be presented to the president in order ensure equal distribution of tasks and infrastructure for the department's mission
- o. The Director shall recommend to the Senate of the Associated Students appointments of students to the Department.
- p. 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 the President is unable to find a qualified candidate within those two weeks, the President must present to the Committee on Oversight and explain the circumstances.
- q. To chair and oversee all meetings of the Department of Sustainability.
- r. Maintain a document to record potential future projects and director notes to be stored in the NevadaBox.
- s. Responsible to attend all ASUN retreats, and trainings as decided by the President and the Director of Executive Outreach.

SECTION 05: ASSISTANT DIRECTOR OF SUSTAINABILITY

- a) IN GENERAL:
There will be an Assistant Director, appointed by the Director, with the consent of the Senate.
- b) FUNCTIONS:
 - 1) Act as the Director of Sustainability in the Director's absence or at the Director's request
 - 2) Work with various ASUN department to host year-round events with themes of sustainability
 - 3) Work with any officers hosting events to help make the events as sustainable as possible
 - 4) Program and promote events for nationally recognized holidays relevant to environmental preservation, such as Public Lands Day, Earth Day, and Arbor Day.
 - 5) Perform any tasks pertaining to department marketing and promotion
 - 6) Work on community projects involving the university and off-campus partners.
 - 7) Act as a standing member of the Sustainable Nevada Initiative Fund committee
 - 8) Responsible to attend all ASUN retreats, and trainings as decided by the Director of Sustainability and the Director of Executive Outreach.
 - 9) Proactively address environmental and sustainability concerns and policy issues in areas of Campus Life including, but not limited to, transportation, food and dining, facilities, recycling and waste, or any area the Director identifies as a current priority.
 - 10) Pursue various means of improving the campus transportation system that prioritizes walking, biking, public transportation, and shared community.
 - 11) Work with the Director to develop the departmental strategic plan.

SECTION 06: AUTHORIZATION OF APPROPRIATIONS

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

CHAPTER 208: THE DEPARTMENT OF GOVERNMENT AFFAIRS

SECTION 01: ESTABLISHMENT

There is hereby established a Department of Government Affairs as an executive department of the Association.

SECTION 02: MISSION

The primary mission of the department is:

- a) To track local, state, federal, and global legislation to ensure that students are represented fairly.
- b) To advocate on behalf of students to the Faculty Senate, University officials, City and County officials, the NSHE Office of the Chancellor, Nevada State Government and the Nevada Congressional Delegation and any other governing or legislative body that could affect students.
- c) To report to the Association on relevant legislative happenings of the aforementioned bodies, and offer possibilities for involvement or collaboration.
- d) To provide advice and recommendations to the President.
- e) To educate students about legislative issues that affects them.
- f) To execute general campaign strategies adopted by the Department of Government Affairs set forth on behalf of the Associated Students of the University of Nevada.
- g) To present to the Committee on Democratic Civic Engagement with a list of recommended legislative priorities no later than Dead Day of the Fall semester.
- h) Other matters properly relating thereto.

SECTION 03: STRUCTURE

- a) IN GENERAL:
There is a Director of Government Affairs, appointed by the President, with the consent of the Senate.
- b) HEAD OF DEPARTMENT:
The Director is the head of the Department and shall have direction and authority over it.
- c) FUNCTIONS:
 - 1) The Director shall provide non-partisan advice to the President, and frame recommendations for the President to advance student interests.
 - 2) The Director shall coordinate with the Vice President of Government and Community Engagement, or equivalent person, for the University of Nevada.
 - 3) The Director may delegate any of the Director's functions to any other officer, employee, or organizational unit of the Department. All other officers shall be appointed by the Director.
 - 4) The Director must attend all Committee on Democratic Civic Engagement meetings or must designate the Assistant Director to attend in their absence.
 - 5) 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.
 - 6) 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, Director of Clubs and Organizations, Director of Programming, Attorney

- General, or Director of Public and Campus Relations to act as President.
- 7) To have a report read or spoken into record at minimum every other Senate meeting.
 - 8) Responsible to attend all ASUN retreats, and trainings as decided by the President and the Director of Executive Outreach.
 - 9) The Director should be consulted before any officer communicated with a government official in their official capacity as an ASUN Officer. Whenever possible, the Director should be included in communications with government officials or informed as soon as possible. This serves to streamline communication and preserve the reputation of the Association.
 - 10) To chair and oversee all meetings of the Department of Government Affairs, which must occur at least once per month, with an agenda posted in accordance with Nevada Open Meeting Law.
 - 11) Lead the department in collaboration with the Office of Student Persistence Research in conducting a bi-annual comprehensive student survey during the off years that the Center for Student Engagement is not conducting the Community Engagement Survey. The survey shall be presented to the Senate of Associated Students and relevant stakeholders within 60 days of the surveys final results being attained. The survey shall include but not be limited to the following topics:
 - Academic concerns (e.g. course availability, class sizes, academic advising).
 - Campus safety and security.
 - Mental health and wellness.
 - Diversity, equity and inclusion.
 - Financial concerns (e.g., tuition, fees, cost of living).
 - Housing and residential life.
 - Student services and resources.
 - Campus facilities and infrastructure.
 - Any other topics deemed relevant by the Department of Government Affairs or requested by the Senate.

SECTION 04: ASSISTANT DIRECTOR

a) IN GENERAL:

There is an Assistant Director of Government Affairs, nominated by the Director, with the consent of the Senate.

b) DUTIES:

The Assistant Director shall:

- 1) Help coordinate and oversee the logistics, programming, research, and policy analysis of the Department.
- 2) Serve as support in conducting student-led lobbying efforts at all levels of government.
- 3) Act as the Director of Government Affairs in the absence of or at the request of the Director.
- 4) Plan, organize, and execute the curriculum of the Government Relations Internship Program to include:
 - i) Producing the education components twice a semester to include sentiments such as: Policy Analysis, Student-led lobbying efforts, the Nevada Legislature and State Government Structure, Voter Registration, History of Nevada Politics, Policies that have impacted Higher Education, the Board of Regents, ASUN governing documents, data analysis, time management, leadership skills, and other topics related thereto.
 - ii) Presentations or guest speakers that increase the learning mission of the program.
 - iii) Coordinating a system where interns will report to the officer in the Department of Government Affairs that the Assistant Director of Government Affairs deems

- appropriate.
- 5) Responsible to attend all ASUN retreats, and trainings as decided by the Director of Government Affairs and the Director of Executive Outreach.
 - 6) The Assistant Director shall be required to attend scheduled Department of Government Affairs meetings unless the presiding officer grants an excused absence prior to the meeting convening.

SECTION 05: DEPARTMENT COMPOSITION

a) **POLICY DIRECTOR AND ADVOCACY DIRECTOR**

- 1) There is a Policy Director, nominated by the Director, with the consent of the Senate.
- 2) The Policy Director shall develop strategic short-term and long-term policies for appropriate bodies to consider. The Policy Director shall keep the Director of Government Affairs apprised of Local, State, Federal, and Global policy as instructed by the Director of Government Affairs.
- 3) The Policy Director shall routinely send out policy briefs and a newsletter detailing relevant news events on the local, state, federal, and global level.
- 4) The Advocacy Director will track the legislative process, sit in on external meetings, and

connect students to their representatives to voice their opinions, The Advocacy Director will register as a lobbyist during school years which the Nevada State legislature will be in session. The Policy Director and Advocacy Director will work under the direction of the Government Affairs Director to identify opportunities for advocacy on relevant issues.

- 5) The Policy Director and Advocacy Director shall be required to attend scheduled Department of Government Affairs meetings unless the presiding officer grants an excused absence prior to the meeting convening.

b) **PROJECTS DIRECTOR AND STUDENT OUTREACH COORDINATOR**

- 1) There is a Projects Director, nominated by the Director, with the consent of the Senate, and a Student Outreach Coordinator, nominated by the Director, with the consent of the Senate.
- 2) The Projects Director shall coordinate and organize any grassroots events, voter registration drives, and efforts to educate and empower students. The Projects Coordinator shall assist the Projects Director in their efforts.
- 3) The Student Outreach Coordinator shall facilitate and organize efforts to gauge students and interests in opinions on various issues. They should lead department outreach efforts such as but not limited to student town halls, tabling, and discussions. Additionally, they should assist the Projects Director to ensure events are representative and inclusive of all students' interests.
- 4) The Student Outreach Coordinator and Advocacy Director shall work together to provide opportunities for student involvement in the legislative process.
- 5) The Projects Director and Student Outreach Coordinator shall be required to attend scheduled Department of Government Affairs meetings unless the presiding officer grants and excused absence prior to the meeting convening.

c) **GOVERNMENT AFFAIRS INTERNS**

The Assistant Director shall oversee the Government Affairs Internship Program. Responsibilities include: managing interns, creating and executing, the curriculum for the Government Affairs Interns.

SECTION 06: AUTHORIZATION OF APPROPRIATIONS

There is authorized to be appropriated such sums as may be necessary to carry out the provisions of this Chapter.

CHAPTER 209: DEPARTMENT OF CAMPUS WELLNESS

SECTION 01: ESTABLISHMENT

There is hereby established a Department of Campus Wellness as an executive department of the Association.

SECTION 02: MISSION

The primary mission of the Department is to:

- a) Be well-informed of the mental and physical health challenges concerning the students of the university.
- b) Pursue initiatives that educate the students of the university on mental and physical health.
- c) Program various events and activities that will showcase mental and physical health resources on campus.
- d) Other matters properly relating thereto.

SECTION 03: STRUCTURE

The Department of Campus Wellness shall consist of a Director and an Assistant Director of Marketing and Special Projects.

SECTION 04: DIRECTOR OF CAMPUS WELLNESS

- a) IN GENERAL:
There is a Director of Campus Wellness, appointed by the President, with the consent of the Senate.
- b) HEAD OF DEPARTMENT:
The Director will be the head of the Department, and shall have the direction, authority, and control over it.
- c) FUNCTIONS:
 - a) Develop relationships with and meet regularly with leaders from mental and physical health related student organizations.
 - b) Develop a working relationship with the Director of the E.L. Wiegand Fitness Center, The Administrative Assistant of the Counseling Center, and the Health Promotion Program Coordinator of the Student Health Center.
 - c) Serve on university committees and task forces relating to mental and physical health, including but not limited to, the Student Wellness Advisory Group and ADA accessibility groups.
 - d) Program a Wellness Week highlighting mental and physical health issues and resources in coordination with the School of Social Work Senator.
 - e) Chair all meetings of the Department.
 - f) Manage the department budget and related administrative duties.
 - g) Convey to the Senate of the Associated Students information and data related to mental and physical health issues concerning university students and new initiatives.
 - h) Provide a written report to the Senate showing the usage of the Counseling Center fee, Health Center fee, E.L. Wiegand Fitness Center fee, and the usage by students of these resources.
 - i) Have a report read or spoken into the record at a minimum every other Senate meeting.
 - j) Responsible to attend all ASUN retreats, and trainings as decided by the President and the Director of Executive Outreach.

SECTION 05: ASSISTANT DIRECTOR OF MARKETING AND SPECIAL PROJECTS

a) IN GENERAL:

There will be an Assistant Director, appointed by the Director, with the consent of the Senate.

b) FUNCTIONS:

1. Act as the Director of Campus Wellness in the Director's absence or at the Director's request.
2. Program and promote events and initiatives related to campus health and wellness assigned by the Director of Campus Wellness, including but not limited to, It's On Us, green Dot Training, Pack Fit, Wellness Wednesdays, etc.
3. Work with Inkblot and campus marketing organizations to promote campus wellness resources and manage Department public relations.
4. Collaborate with ASUN and campus entities to provide support and informational resources to students regarding issues of public health.
5. Responsible to attend all ASUN retreats, and trainings as decided by the Director of Campus Wellness and the Director of Executive Outreach.

SECTION 06: AUTHORIZATION OF APPROPRIATIONS

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

CHAPTER 210: PRESIDENT'S CABINET

SECTION 01: ESTABLISHMENT

There is hereby established a President's Cabinet.

SECTION 02: MISSION

- a) The primary mission of the President's Cabinet shall be to assist the President and Vice President in carrying out the functions of the Executive Branch.
- b) This body is not intended as a legislative body, instead as a board to oversee the approval of budgets, events, and other operations of the executive branch.

SECTION 03: COMPOSITION

The composition of the President's Cabinet is as follows:

- a) President
- b) Vice President
- c) Director of Clubs and Organizations
- d) Director of Programming
- e) Director of Public and Campus Relations
- f) Attorney General
- g) Director of Government Affairs
- h) Director of Executive Affairs
- i) Director of Executive Outreach
- j) Director of IDEA
- k) Director of Sustainability
- l) Director of Campus Wellness

SECTION 04: EVENT PLANNING

- a) **EVENT PROPOSAL FORM:** Any event exceeding \$1,000 planned by the President's Cabinet is subject to approval at a publicly agendized President's Cabinet meeting and must utilize the following form.
- b) The event proposal form shall include at minimum the following information. Additional items may be added at the discretion of the Director of Executive Outreach:
 - 1) Contact Information
 - i. Organizers
 - ii. E-Mail
 - 2) Event Information
 - 3) Event Name
 - 4) Event Location
 - 5) Event Date
 - 6) Hours of Event
 - 7) Expected Attendance
 - 8) Budget Account
 - i. Budget Description
- c) This section shall be an itemized event budget including: item description, cost, and vendor.
 - 1) Miscellaneous (10% cushion of final event cost)
 - 2) Total event cost
 - 3) Total ASUN cost
- d) There shall be a minimum of three points of discussion at a publicly agendized President's Cabinet meeting before a budget shall be passed or denied.
- e) The Director of Executive Outreach will perform assessments and collect data from any events hat

exceed \$1,000 or by the request of the President or President's Cabinet. The Director of Executive Outreach will present new data to the President's Cabinet.

CHAPTER 211: TERM LIMITS

SECTION 01: DEFINITION OF “DEAD DAY”

As used in this Act, “Dead Day” means the day immediately preceding final examinations on which the University holds no classes.

SECTION 02: TERMS OF OFFICIALS

The following officers shall serve for a term, beginning on their day of appointment by the incoming President of the Association. The previous officer shall continue to conduct their duties as decided by the current President or until dead day, whichever comes sooner. An officer’s term also ends upon the administration of oath of office of a new officer for the same position.

- a) Director of Clubs and Organizations
- b) Club Commissioners
- c) Director of Programming
- d) Programmers in the Department of Programming
- e) Assistant Programmers in the Department of Programming
- f) Attorney General
- g) Director of Government Affairs
- h) Assistant Directors of Government Affairs
- i) Director of IDEA
- j) Director of Sustainability
- k) Director of Executive Affairs
- l) Director of Executive Outreach
- m) Director of Campus and Public Relations

SECTION 03: TRANSITION OF TERMS

A departing officer should serve as a resource for the incoming officer on their job duties and how to properly execute them. This can include volunteering for the department with the consent of the new officer.

SECTION 04: TERM OF THE PRESIDENT AND VICE PRESIDENT

The terms of the President and Vice President shall end at 6 p.m. on the Constitutional day the terms of office are to end, which is the Wednesday closest to April 15.

CHAPTER 212: NOMINATIONS AND RESIGNATIONS

SECTION 01: SUBMISSION OF NOMINATION TO SENATE

Whensoever an appointment to be made by law requires the consent of the Senate, the appointing authority shall cause a nomination to be sent to the Senate through the Speaker of the Senate, in substantially the following form:

“To the Senate of the Associated Students:

“I nominate [name] to be [office].”

“[original signature of appointing authority].”

The nomination shall be signed by the appointing authority, bear the date of the submission of the nomination to the Senate, and be sent either in a sealed envelope or through e-mail

SECTION 02: RECEIPT OF NOMINATION

The Secretary of the Senate shall note in a journal the date and time of the receipt of a nomination. The date of the nomination contained in the journal shall be competent evidence of the date of the receipt of the nomination.

SECTION 03: RESOLUTION OF CONFIRMATION

Whensoever the Senate grants its consent to a nomination, the Secretary shall cause to be sent to the appointing authority a resolution of proper form attesting to the Senate’s consent to the nomination.

SECTION 04: DEADLINE TO SUBMIT NOMINATIONS

The President shall submit nominations to the Senate within one week of the President taking office for the following officers:

- a) Director of Executive Affairs
- b) Director of Programming.
- c) Director of Clubs and Organizations
- d) Director of Government Affairs
- e) Director of Campus and Public Relations
- f) Attorney General
- g) Chief Justice
- h) Director of Sustainability

SECTION 05: APPOINTMENTS TURNAROUND TIME

In the event that an executive appointment is reported unfavorably by the Senate committee on Oversight or if an appointee is not passed by the Senate, the appointing party (i.e., ASUN President, Director of Clubs & Organizations) shall present a new appointment to the Senate within the following two weeks of said committee or Senate meeting. In the event that the appointing party is unable to find a qualified candidate within those two weeks, the President must present to the Committee on Oversight and explain the circumstances. Further action to be taken will be at the discretion of the Committee on Oversight.

SECTION 06: RESIGNATION FROM ASSOCIATION OFFICE

The only evidence of a refusal to accept, or of a resignation of any Association office, shall be an instrument in writing, declaring the same, and subscribed by the person refusing to accept or resigning, as the case may be, and delivered to the appointing authority.

CHAPTER 213: SUCCESSION

SECTION 01: RESIGNATION OR REFUSAL OF OFFICE OF THE PRESIDENT

The only evidence of a refusal to accept, or of a resignation of the office of President or Vice President, shall be an instrument in writing, declaring the same, and subscribed by the person refusing to accept or resigning, as the case may be, and delivered to the Speaker of the Senate of the Associated Students.

SECTION 02: VACANCY IN OFFICES OF BOTH THE PRESIDENT AND VICE PRESIDENT

- a) Succession of Speaker of the Senate to Office of President:
 - 1) If, by reason of death, resignation, removal from office, inability, or failure to qualify, there is neither a President nor Vice President to discharge the powers and duties of the office of President, then the Speaker of the Senate shall, upon the resignation as Speaker and as Senator, act as President.
 - 2) The same rule shall apply in the case of the death, resignation, removal from office, or inability of an individual acting as President under this subsection.
- b) An individual acting as President under subsection a of this section shall continue to act until the expiration of the then current Presidential term, except that:
 - 1) if the Speaker's discharge of the powers and duties of the office is founded in whole or in part on the failure of both the President-elect and the Vice President-elect to qualify, then the Speaker shall act only until a President or Vice President qualifies; and
 - 2) if the Speaker's discharge of the powers and duties of the office is founded in whole or in part on the inability of the President or Vice President, then the Speaker shall act only until the removal of the disability of one of such individuals.
- c) LINE OF SUCCESSION:
 - 1) If, by reason of death, resignation, removal from office, inability, or failure to qualify, there is no Speaker of the Senate to act as President under subsection b of this section, then the President's Cabinet shall hold a vote to determine an interim-President. Any member of the President's Cabinet that meets the constitutional requirements are eligible for nomination or self-nomination. The nominee that receives a majority of votes from the other cabinet members shall be appointed as the interim-President. This election shall be chaired by the Chief Justice of the Association.
 - 2) A person operating as interim-President under Section 2 of this subsection shall only serve for a maximum term of two weeks. A special election must be held during this time to elect a President. In the case that no special election has been held, the Director of Elections or other appropriate CSE staff shall present to the Judicial Council regarding the special election. The Judicial Council shall then give their recommendations to the rest of the Association. This includes the ability to extend the term of the interim-President until the special election may be held.
 - 3) The taking of the oath of office by an individual specified in the procedure in subsection 1 of this subsection shall be held to constitute a temporary resignation from their former position. Upon the election of a new president through special election, the interim President shall assume their former office.
- d) Subsections a and c of this Section shall apply only to such officers as are eligible to the office of President under the Constitution. Subsection c of this section shall apply only to officers appointed, with the consent of the Senate, prior to the time of the death, resignation, removal from office, inability, or failure to qualify, of the Speaker of the Senate, and only to officers not under impeachment by the Senate at the time the powers and duties of the office of President devolve upon them.

SECTION 03: COMPENSATION

During the period that any individual acts as President under this Chapter, the compensation of the individual shall be at the rate then provided by law in the case of the President.