



Cheyenne Campus, North Las Vegas  
Henderson Campus, Henderson  
West Charleston Campus, Las Vegas

ASSOCIATED STUDENTS OF THE COLLEGE OF  
SOUTHERN NEVADA

## **SENATE BY-LAWS**

Adopted June, 1983  
Revised October 18, 2018

**College of Southern Nevada**

Rev. (8/18)  
ASCSN Senate By-Laws,  
Page 1

## Members of the ASCSN Senate (2018-2019 Session)

Andrew Sierra	President
Vivien Brock	Vice President
Isabela De Las Casas	Secretary
Jeffrey Guadron	Treasurer
Karli McFarling-Kelly	Senator, North Las Vegas Campus
Edison Lockwood II	Senator, North Las Vegas Campus
Alexis Parsha	Senator, North Las Vegas Campus
Alohilani Tufuga	Senator, North Las Vegas Campus
Stacy Kydd	Senator, West Charleston Campus
Qiang Li	Senator, West Charleston Campus
Jacob Narvaez	Senator, West Charleston Campus
Maraki Abera	Senator, West Charleston Campus
Paris Quarrell	Senator, Henderson Campus
Isaiah Nelson	Senator, Henderson Campus
Liyah Mills	Senator, Henderson Campus
Leilani Salazar	Senator, Henderson Campus
Daniel Gutierrez	Senator, Extension Site Centers
Henry Gauani	Senator, Extension Site Centers
Brian Akins	Advisor to the ASCSN Senate
Shakira Chesebro	Administrative Assistants
Juanita Sowell	
Yesica Placencia-Flores	

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**ARTICLE I. ASCSN Student Government**

**Section 1. Constitutional Status**

ASCSN Student Government is an entity empowered by the Board of Regents, is supported by state statute, and is created by the Constitution of the Associated Students of the College of Southern Nevada. ASCSN Student Government is granted all of its authority from its constitution.

**Section 2. Name**

The legal and organizational name of the Associated Students of the College of Southern Nevada shall be known as ASCSN Student Government. The deliberative body within ASCSN Student Government shall be known as the ASCSN Senate.

**Section 3. Functions**

The functions of ASCSN Student Government shall be as follows:

- a. To provide the student voice for all members of ASCSN to CSN’s Administration, the NSHE Board of Regents, and the Nevada State Legislature.
- b. To actively engage members of ASCSN through activities to enlighten them of policy changes and to involve them in the philosophy and goals of CSN.
- c. To provide oversight and resources to all officially recognized Clubs/Organizations at CSN.
- d. To remain involved with the Nevada Student Alliance and promote interaction with students from other segments in the Nevada System of Higher Education.

**ARTICLE II. ASCSN Student Government Logos**

**Section 1. Design**

ASCSN Student Government shall utilize four logos, one for legal and business purposes, and all logos for promotional purposes. The resulting form and design is below, with the legal logo to the left and promotional logos to the right



**ARTICLE III. The ASCSN Senate**

**Section 1. Authority**

The exclusive control and administration of ASCSN Student Government is vested by the Board of Regents in an elected student senate known as the ASCSN Senate. All financial transactions of ASCSN Student Government are subject to legal review by CSN’s institutional president or his designated officer.

**Section 2.      Composition**

The composition of the ASCSN Senate and the terms of its membership are prescribed by the Constitution of the Associated Students of the College of Southern Nevada.

**Section 3.      Powers**

The ASCSN Senate shall be responsible for the management and control of ASCSN Student Government, but may delegate its authority to its officers as hereinafter provided.

**Section 4.      Exercise of Powers**

Except as otherwise specifically provided herein, any official action of the ASCSN Senate shall require at least 50% plus one (1) additional affirmative vote of members present, provided that quorum is met.

**Section 5.      Limitation of Powers**

No member of the ASCSN Senate can bind the senate by word or action unless the ASCSN Senate has designated such member as an agent for some specific purpose and for that purpose only.

**Section 6.      Roll Call Vote**

A roll call vote of record shall be had of the ASCSN Senate upon request of any member of the senate.

**Section 7.      Suspension of By-Laws**

Any provision of these by-laws may be suspended in connection with a matter before the ASCSN Senate with no less than three-fourths (3/4) votes in the affirmative, provided that two-thirds (2/3) members of the entire ASCSN Senate are present.

**ARTICLE IV.      ASCSN Executive Board**

**Section 1.      Executive Board Composition**

The ASCSN Executive Board shall herein be referred to as the Executive Board. The Executive Board will consist of a President, Vice President, Secretary, and Treasurer. The Executive Board shall provide oversight to the ASCSN Senate as hereinafter provided.

**Section 2. Executive Board Duties**

Executive Board members do not represent a specific campus. Executive Board members must work fifty percent, of their hours on the Cheyenne Campus, where their offices are located; the remainder of their hours can be worked at the main campus of their choice. Upon reasonable request of the Director of Student Life and Leadership Development and/or the Administrative Assistant, the Executive Board member will make necessary arrangements to be present at the requested campus.

**Ratified 04/08/16**

- a. The Executive Board shall automatically be removed from Senate for three (3) unexcused absences from Senate and/or Committee meeting in one semester.
- b. The Executive Board shall submit a statement of interests at the beginning of their term detailing possible conflicts of interest to be submitted to the President and shall be updated when applicable.
- c. An Executive Board Member shall Chair the Funding Proposal Committee and be in charge of notifying Clubs/Organizations of status of all funding request within ten (10) working days, or Senate action during the Senate meetings.

**Ratified 03/04/17**

**Section 3. President**

The President or their designated proxy shall be the only official representative of the ASCSN. Their designated proxy must be a voting member of the ASCSN Senate.

- a. The President or their designated proxy shall be required to officially represent the ASCSN during all meetings of the Nevada Student Alliance (NSA) and the Nevada System of Higher Education Board of Regents. Their designated proxy must be a voting member of the ASCSN Senate.
- b. In the event that a senatorial vacancy occurs, the President, in conjunction with the Executive Board members, shall recommend an appointee to fill the vacancy for the

remainder of the term. The recommendation shall be ratified at the next scheduled Senate meeting by a majority vote of the ASCSN Senate before succession takes place.

- c. The President shall recommend to the ASCSN Executive Board, for ratification during an ASCSN Executive Board meeting, all members to serve on ASCSN Committees.
- d. The President shall recommend to the Executive Board, for ratification during an ASCSN Executive Board meeting, all ASCSN members to serve on college committees.
- e. The President shall have signing authority on any and all ASCSN financial matters approved by the ASCSN Senate majority prior to enactment.
- f. The President shall create and post all agendas for ASCSN Executive and ASCSN Senate meetings.
- g. The President shall only accept Agenda Item Request (AIR) forms submitted prior to 1:00pm four (4) business days prior to a scheduled ASCSN Senate meeting.
- h. The President shall have authority to dismiss any complete AIR form containing three senatorial signatures. Should the same complete AIR form be submitted again with three different senatorial signatures, the ASCSN President will ensure the item is on the next regularly scheduled ASCSN Senate Agenda.
- i. The President shall receive and review all ASCSN Committee agendas prior to their posting. The ASCSN President may revise all ASCSN Committee agendas to correct date, time, location, and any other properties that clearly violate Nevada Open Meeting Law statutes, pursuant NRS 241. The ASCSN President may not change any items on any committee agenda other than to ensure the agenda is compliant with Nevada Open Meeting Law statutes.
- j. The President shall vote during ASCSN Senate meetings only in the event of a tie.
- k. The President shall have authority to call emergency meetings of the ASCSN Senate.
- l. The President shall conduct all ASCSN Senate meetings.
- m. The President shall hold an official meeting of the ASCSN Executive Board a minimum of once per month during the summer, fall, and spring academic semesters.

- n. The President shall formally schedule and attend the following meetings:
  - 1. With the ASCSN Advisor within the first sixty (60) days of the summer, fall, and spring academic semesters.
  - 2. With the ASCSN Financial Advisor within the first sixty (60) days of the summer, fall, and spring academic semesters.
  - 3. With the President of CSN a minimum of once per month during the fall and spring academic semesters.
  - 4. With CSN's Vice President of Student Affairs a minimum of once per month during the fall and spring academic semesters.
- o. Shall have the authority to veto any ASCSN Senate action, pursuant Article IV Section 5 of the ASCSN Senate By-Laws.
- p. Shall serve at least twelve (12) but no more than twenty-four (24) hours each week (over and above committee meetings) by working on official duties of the ASCSN President and helping students.

**Ratified 04/15/13**

- r. Failure of the ASCSN President to comply with all statutes outlined in Article IV, Section 3 shall constitute nonfeasance.

**Ratified 05/03/13**

**Section 4. Presidential Leave of Absence**

In the event of a temporary or permanent leave of absence, the ASCSN Vice President shall temporarily assume all responsibilities of the ASCSN President; should the ASCSN Vice President be unable to fulfill these responsibilities due to a temporary or permanent leave of absence, the ASCSN Secretary shall temporarily assume all responsibilities of the ASCSN President; should the ASCSN Secretary be unable to fulfill these responsibilities due to a temporary or permanent leave of absence, the ASCSN Treasurer shall temporarily assume all responsibilities of the ASCSN President.

**Section 5. Presidential Veto**

- a. The ASCSN Presidents has the right to veto any proposal brought before the ASCSN Student Government except for impeachment actions.
- b. Vetoed proposals shall be brought back for reconsideration at the next regularly scheduled ASCSN Student Government meeting.
- c. The ASCSN President may veto Student Government action. A two-thirds (2/3) vote of the total Senate will override a presidential veto. A veto by the ASCSN President must take place within five (5) working days of ASCSN Senate action.

**Ratified 08/27/10**

**Section 6.      Agenda Item Requests**

- a. All proposed agenda items must be submitted to the President or designated Senator through the approved ASCSN Agenda Item Request Form.
- b. To be considered for addition to the agenda, an Agenda Item Request Form must contain the signatures of at least three (3) ASCSN Senators or Executive Board members.
- c. The President may choose to discard a submitted Agenda Item Request Form if it contains disagreeable or inappropriate content. In the event of a denied Agenda Item Request Form, an attempt will be made to contact the submitter of the form.
- d. The ASCSN Student Government does not fund outside scholarships or endowments. Any Agenda Item Request Form that contains funding for an outside scholarship or endowment will be immediately discarded and not placed on an agenda. **Ratified 08/27/10**

**Section 7.      Vice President**

The Vice President shall assume all powers of the President when the President is effectively absent or represented by proxy.

- a. The Vice President shall act as Parliamentarian and Sergeant at Arms during all ASCSN Senate Meetings.

**Ratified 01/10/14**

- b. The Vice President shall assume the responsibility of ensuring the ASCSN Senate is in compliance with Nevada Opening Meeting Law Statutes.

**Ratified 01/10/14**

- c. The Vice President shall act as ambassador to all recognized ASCSN Student Clubs/Organizations:

1. The Vice President shall inform all recognized Clubs/Organizations of upcoming ASCSN events via electronic correspondence a minimum of once per month.

2. The Vice President shall provide a comprehensive list of Club/Organization document due dates pertaining to: seed money, changes in leadership and/or advisors(s), and changes in constitution during the first electronic correspondence of every fall and spring academic semester.

3. The Vice President shall maintain an up-to date Student Clubs/Organizations and ASCSN Event Calendar. This calendar shall be dispersed monthly via electronic correspondence to all club presidents and advisors and posted on the ASCSN Club/Organization Boards at each main campus. The Vice President shall contact each club via electronic correspondence or telephone. All attempted contact shall be tracked and recorded on a spreadsheet to be stored in the shared Student Government folder.

4. The Vice President shall inform a Club's/Organization's President and Primary Advisory prior to recognition of their Club/Organization via electronic correspondence or in person to orient them to ASCSN By-Laws statues relevant to Clubs/Organizations and CSN Policies and Procedures.

**Ratified 01/10/14**

5. The Vice President shall submit a Club/Organization Recommendation Form corresponding to the completed Club Packets submitted by Clubs/Organizations to the ASCSN President no later than five (5) business days after receipt of a completed Club Packet.

**Ratified 01/10/14**

6. The Vice President shall provide the ASCSN Treasurer with one (1) copy of a Club's/Organization's completed Club Packet within five (5) business days after their recognition during an ASCSN Senate Meeting.

**Ratified 01/10/14**



7. The Vice President shall provide a detailed report outlining the standing status of all recognized Clubs'/Organizations' compliance with ASCSN By-Law Article XXII. This detailed report will be provided by the Vice President by the second (2nd) ASCSN Senate Meeting of each month during the fall and spring academic semesters.

**Ratified 01/10/14**

8. The Vice President shall produce and/or update the official Recognized Club/Organization List of all Clubs/Organizations recognized by ASCSN Student Government by the last day of each month during the fall and spring academic semester. The list must include: the Club/Organization name, the Club's/Organization's President and Advisor(s), and their respective email address.

**Ratified 01/10/14**

9. The ASCSN Advisor and ASCSN Vice President shall be the sole representatives of ASCSN Student Government to send mass electronic correspondence to Club/Organization Officers and their respective Advisor(s) as a representative of ASCSN Student Government. The Vice President shall accommodate ASCSN Senate Members when mass electronic correspondence is requested, so long as the content is appropriate and specific to Clubs/Organizations. **Ratified 01/10/14**

10. The Vice President shall produce and send a last warning letter to Clubs/Organizations up for revocation via electronic correspondence, based on the criteria outlined in ASCSN By-Law Article XXIV, Section 9, no later than the day the revocation of a Club/Organization is placed on an ASCSN Senate Meeting Agenda as an action item. The last warning letter shall include the following:

- i. The officially recognized ASCSN formal logo.
- ii. Date and time of drafting.
- iii. Details of noncompliance to specific By-Laws.
- iv. The signature of the ASCSN Vice President. **Ratified**

**01/10/14**

- d. The Vice President shall serve at least eleven (11) but no more than twenty-two (22) hours each week (over and above committee meetings) by working on official duties of the ASCSN Vice President and helping students.

**Ratified 04/15/13**

- e. Failure of the ASCSN Vice President to remain in compliance with the statutes outlined in ASCSN Senate By-Laws Article IV, Section 7 shall constitute nonfeasance and will be grounds for action by the ASCSN Grievance Committee and Judicial Board.

### **Section 8. Vice President's Student Organization Committee**

The Vice President shall Chair the Student Organization Committee. Refer to Article XXII for information of the committee. **Ratified 4/20/18**

### **Section 9. Secretary**

- a. The Secretary shall share responsibility with the Vice President to ensure the ASCSN Senate is in compliance with Nevada Open Meeting Law statutes, pursuant NRS 241.
- b. The Secretary shall receive and maintain records, with the help of the Student Government Administrative Assistants, and make available all scheduled ASCSN Senate and Committee Meeting agendas and minutes.
  - 1. The Secretary shall compile all necessary material for Senate and Committee meetings including but not limited to: agendas, minutes, and supplementary materials.
- c. The Secretary shall be responsible for all ASCSN Senate and Committee meeting minutes in the capacity as dictated below:
  - 1. The Secretary shall record all Senate meeting minutes and distribute them to voting members within five (5) business days, post adjournment. The Secretary will also ensure that physical copies are posted on the three main campuses within the same time-period, provide voting members paper copies at the following Senate meeting, and provide individuals with paper copies upon their request.
  - 2. The Secretary shall hold accountable committee chairs and vice chairs to record and distribute committee meeting minutes to senatorial voting members within five (5) business days, post adjournment. The Secretary will also ensure that physical copies are posted on the three main campuses within the same time-period, provide voting members paper copies at the following Senate meeting, and provide individuals with paper copies upon their request.
  - 3. Should a committee chair and vice chair fail to adhere to the timeframe pursuant ASCSN By-Law Article XIII, Section 1g, the Secretary shall take the following

disciplinary action: on the sixth (6th) business day, the Secretary will draft and issue a written notice containing ASCSN recognized formal letterhead, date of drafting, date of meeting, deadline of minutes, and signature to the chair and vice chair by close of business; by the tenth (10th) business day, the Secretary will draft and submit written charge of nonfeasance containing ASCSN recognized formal letterhead, date of drafting, names of chair and vice chair, date of meeting, deadline of minutes, and signature to the ASCSN President and ASCSN Grievance Committee and Judicial Board Chair by close of business.

4. The Secretary shall submit list of all senate and committee meeting minutes, both drafted and received, to the ASCSN President via memorandum four (4) business days prior to a scheduled ASCSN Senate meeting.

d. The Secretary shall monitor the hours worked by each ASCSN Senate and Executive Board member; ensuring each member is working their required hours as posted on each campus and report any nonfeasance to the Executive Board.

e. The Secretary shall collect all sign in sheets for senate and committee meetings. These sign in sheets shall be filed and sorted by committee and date within the office of the ASCSN Secretary.

1. The Secretary shall compile a working report containing the attendance of voting members to Senate and Committee meetings for the fall and spring academic semesters. The Secretary shall update and present the report during every scheduled ASCSN Senate meeting.

f. The Secretary shall ensure members of ASCSN Student Government comply with the Departmental Expectations, ASCSN Constitution, ASCSN By-Laws, and ASCSN Senate Handbook. All violations discovered shall immediately be reported to the ASCSN Executive Board via memorandum containing ASCSN recognized formal letterhead, date and time of drafting, name of offending member(s), details of violation(s), and signature.

g. During the last ASCSN Senate meeting in May, the outgoing Secretary shall be responsible for taking minutes until the Oath of Office has been taken by the incoming Senate. Upon which, the new Secretary is responsible for taking minutes for the remainder of the meeting; as well as, preparing the unapproved and approved minutes for the last meeting.

**Ratified 11/02/12**

- h. The Secretary shall serve at least ten (10) but no more than twenty (20) hours each week (over and above committee meetings) by working on official duties of the ASCSN Secretary and helping students.

**Ratified 04/15/13**

- i. Failure of the ASCSN Secretary to remain in compliance with the statutes outlined in ASCSN By-Law Article IV, Section 9 shall constitute nonfeasance.

**Ratified 05/03/13**

**Section 10. Treasurer**

- a. The Treasurer shall formally schedule and attend a monthly meeting with the ASCSN Financial Advisor.
- b. The Treasurer shall have signing authority on any and all ASCSN financial matters approved by the ASCSN Senate majority prior to enactment.
- c. The Treasurer shall completely prepare all internal transfer voucher (IVIX) forms corresponding to any items approved by the ASCSN Senate within five (5) business days post senatorial approval of the item. This shall include securing the signatures of the ASCSN President and ASCSN Advisor, regardless of meeting minute approval corresponding to the senate meeting in which the item was approved.
  - 1. The Treasurer shall not submit IVIX forms to the Financial Office without proper signatures and approved ASCSN Senate meeting minutes.
- d. The Treasurer shall be the chair of the ASCSN Budget Committee.
- e. The Treasurer shall be a member of the ASCSN Funding Proposal Committee.
- f. The Treasurer shall receive a copy of all financial transactions from the ASCSN Financial Advisor where monies are debited from any ASCSN accounts. The ASCSN Treasurer will be responsible for chronologically filing the transactions in their office and providing voting members of the Senate a copy upon request.
- g. The Treasurer shall be responsible for providing all ASCSN Committees and the ASCSN Senate a budget report outlining ASCSN Student Government's income and expenses for the entire academic year. Reports shall be provided and/or presented during every ASCSN Senate meeting. The budget report will also include the projected expenses for

the entire academic year, including but not limited to: projected expenses of all ASCSN Committees and ASCSN accounts outside of the ASCSN General Fund.

- h. The Treasurer shall physically count and document any funds raised during any ASCSN Student Government event with the Director of Student Life and Leadership Development within three (3) business days.
- i. The Treasurer shall serve at least ten (10) but no more than twenty (20) hours each week (over and above committee meetings) by working on official duties of the ASCSN Treasurer and helping students.

**Ratified 04/15/13**

j. Failure of the ASCSN Treasurer to remain in compliance with the statutes outlined in ASCSN By-Law Article IV, Section 10 shall constitute nonfeasance. **Ratified 05/03/13**

**ARTICLE V. ASCSN Senate Duties**

**Section 1. Senate Composition**

There shall be four (4) Campus Senators for each main campus and two (2) Campus Senators to represent the Extension Campuses.

**Section 2. ASCSN Senators**

- a. Shall serve on at least one (1) ASCSN Standing Committee and two (2) ASCSN Ad-hoc Committees.
- b. Shall have authority to approve By-Law legislation as proposed by the ASCSN By-law and Constitution Committee with an approval by two-thirds (2/3) supermajority vote of the entire ASCSN Senate in a regularly scheduled ASCSN Senate meeting.
- c. Shall have authority to pass financial funding items with a simple majority vote in a scheduled ASCSN Senate meeting.
- d. Shall have authority to override a presidential veto with approval by two-thirds (2/3) supermajority vote of the ASCSN Senate in a scheduled ASCSN Senate meeting.
- e. Shall serve at least six (6) hours (over and above committee meetings) each week by working on senatorial programs/assignments and assisting students on the campus they represent, while classes are in session.

**Ratified 04/7/17**

1. Senate members may choose to work up to one-third (1/3) of their weekly hours helping during events held by ASCSN.

**Ratified 11/02/12**

2. Senators shall be required to deliver a brief presentation during one (1) class each month to discuss the department of ASCSN Student Government. The time the presentation should occur shall be declared by the professor or instructor of the class. Senators may not deliver their presentation to classes already visited by a Senator in that same semester, but will only be allowed to present in classes in which they are currently enrolled in for the first month of each semester, in order to fulfill this requirement.

**Ratified 9/22/17**

3. Senators shall dedicate one to three (1-3) working hours each week to promote ASCSN Student Government and ASCSN Events. Prior to committing this duty, a senator must first gain approval from a member of the ASCSN Executive Board

**Ratified 9/22/17**

4. Shall spend the remainder of their hours working on committee assignments.
- f. Shall not represent a Club/Organization and/or Department/Division for attendance or accountability purposes at any ASCSN Senate, ASCSN Committee, or other meetings held by ASCSN.

**Ratified 02/01/13**

- g. Shall see all items of nonfeasance and make the recommendation to dismiss the charges or send the accusation of nonfeasance to the Grievance Committee and Judicial Board. After the Grievance Committee and Judicial Board meets they shall report on their findings and make a recommendation to the Senate. It shall be the decision of the Senate to dismiss all charges, place sanctions on Senate member, or remove the Senate member from office with a two-thirds (2/3) supermajority vote.
- h. Shall be removed from Senate for three (3) unexcused absences from ASCSN Senate and/or Committee meetings in an academic semester. A completed Agenda Item Request detailing a dispute of an unexcused absence must be submitted to the Chair of the Grievance Committee and Judicial Board prior to the approval of minutes from the meeting in question.

- i. Shall submit a statement of interests at the beginning of their term detailing possible conflicts of interest to be submitted to the President and shall keep the statement upto-date at all times.
- j. Shall submit at the beginning of each semester proof of enrollment of a minimum of six credits on the campus they represent. It will be up to the Senate to grant an exception within the first two senate meetings of the new semester. Exceptions will be granted based on the criteria outlined in Article IV.8 A. of the ASCSN Constitution. If the exception is not granted the ASCSN Senate member shall automatically be removed from office.

**Ratified 11/02/12**

- k. All senate members shall uphold standards appropriate for a servant leader at all times while on CSN premises and/or while representing ASCSN Student Government at off campus events pursuant ASCSN By-Law Article IX. Senate members are expected to study, review, and adhere to the CSN Student Conduct Code, Student Honor Code, and all other ASCSN Governing Documents.
- l. Failure of a Senator to remain in compliance with all statutes pursuant ASCSN By-Law Article V shall constitute nonfeasance.

**Ratified 05/03/13**

## **ARTICLE VI.       ARTICLE VI – Meeting Compensation**

### **Section 1.       Senate, Committee, and Board Meetings**

ASCSN Senate members may not be compensated for internal senate, committee, and board meetings held by ASCSN Student Government.

### **Section 2.       Collegiate Committee Meetings**

ASCSN Senate members will be compensated for time spent in collegiate committee meetings that require their attendance only if the meeting is held during their regular office hours.

### **Section 3.       Board of Regents Meetings**

ASCSN Senate members will be compensated for time spent in Board of Regents meetings only if the meetings are held during their regular office hours. All travel expenses incurred during Board of Regents meetings will be paid for by ASCSN Student Government.

**Section 4. Nevada Student Alliance Meetings**

ASCSN Senate members will be compensated for time spent in Nevada Student Alliance meetings only if the meetings are held during their regular office hours. All travel expenses incurred during Nevada Student Alliance meetings will be paid for by ASCSN Student Government.

**ARTICLE VII. Scholarships, Stipends, and Hours**

**Section 1. Eligibility**

According to Article IV.8 through Article IV.10 of the ASCSN Constitution, Senate members shall be eligible for stipends and scholarships while in office.

**Section 2. Mandatory Work Hours**

The President is required to work no fewer than twelve (12), but no more than twenty-four (24) hours each week, the Vice-President is required to work no fewer than eleven (11), but no more than twenty-two (22) hours each week, and the Treasurer and Secretary are required to work no fewer than ten (10), but no more than twenty (20) hours each week. The Campus Senators are required to work no fewer than six (6), but no more than twelve (12) hours each week at the campus they represent. All required hours shall be worked over and above Senate meetings. No Senate member shall be required to work during finals week, holidays, weekends, or after the hours of 8:00 p.m. during weekdays.

**Ratified 01/10/14**

**Section 3. Stipend Eligibility Requirements**

In order to receive a stipend, ASCSN Senators and Executive Board members must:

- a. Work their required hours each week
- b. Post their hours at all Student Government offices
- c. Provide a means of accountability of hours worked



**Ratified 01/10/14**

**Section 4.      Work Hour Evaluation**

The Secretary shall check to ensure that all ASCSN Senate members are working their required hours. A written record shall be kept by the Student Life and Leadership Development Administrative Assistants of all hours worked by each ASCSN Senate member during each pay period in a given semester.

**Ratified 01/10/14**

**Section 5.      Make-Up Hours**

Hours may be made up in advance of regularly scheduled hours by written request submitted three (3) days prior to the requested makeup hours to all four (4) Executive Board members via electronic correspondence. For the request to be considered, it must include the days and times of hours to be missed and days and times of hours to be worked in lieu of missed hours.

**Ratified 01/10/14**

**Section 6.      Emergency Make-Up Hours**

Hours may be made up in the case of emergency situations. If an emergency situation occurs, a Senate Member may be excused from their required work hours on the day in which the emergency occurs provided the Senate Member notifies the Executive Board via electronic correspondence or telephone by close of business on the day the emergency occurs. A simple majority of the Executive shall have the authority to accept a Senate Member's emergency notification within thirty (30) days of an emergency if the nature of the emergency renders a Senate Member unable to contact the Executive Board on the day in which the emergency occurs.

**Section 7.      Stipend Amounts**

The stipend amount of the ASCSN Senate shall be as follows:

- a. President per semester, excluding the summer, shall not exceed four thousand nine hundred thirty-eight dollars and twenty-four cents (\$4938.24) and will be distributed at an hourly rate of twelve dollars and eighty-six cents (\$12.86).
- b. Vice President per semester, excluding the summer, shall not exceed four thousand one hundred thirty-six dollars (4,150.00) and will be distributed at an hourly rate of eleven dollars and seventy-five cents (\$11.79).

- c. Treasurer and Secretary per semester, excluding the summer, shall not exceed three thousand four hundred twenty-seven dollars and twenty cents (\$3427.20) and will be distributed at an hourly rate of ten dollars and seventy-one cents (\$10.71).
- d. Campus Senators per semester, excluding the summer, shall not exceed one thousand eight hundred fifty dollars and eighty-eight cents (\$1850.88) and will be distributed at an hourly rate of nine dollars and sixty-four cents (\$9.64).
- e. Stipends during the summer semester will be determined by the ASCSN Senate at the first scheduled meeting of the new Senate after taking the oath of office during the month of May, prior to the beginning of the summer semester. Summer Stipends shall not exceed previous amounts awarded during the fall and spring semester.

**Section 8.      Scholarship Amounts**

Scholarships for the fall and spring semesters shall be granted in the amount of seven hundred fifty dollars (\$750) for Executive Board members and five hundred dollars (\$500) for Senators. Scholarships for the summer semester will not be issued. One half (1/2) of the scholarships shall be applied to each Senate Member's college account prior to the beginning of the semester. Senators and Executive Board Members appointed to office shall be eligible for a scholarship during that particular semester only if they take the oath of office before the first thirty (30) days of the semester. After thirty (30) days scholarship shall be prorated. The second half of the scholarship will be awarded after (60) calendar days after the start of the semester.

**Section 9.      Nonfeasance of Work Hours**

The Executive Board shall stop payment of stipend if the required hours are not worked as stated in ASCSN By-Law Article V, Section 2 and Article VII, Section 3. The ASCSN Senate member(s) will receive written notice of reason(s) for stopped payment of stipend. Additionally, the record of hours worked shall constitute proven grounds in accordance with Article XIV of the ASCSN Constitution and the Senate member shall be removed from office by the Executive Board effective as of the Monday following the week in which the hours were not worked. The only exception(s) to this shall be those granted under ASCSN By-Law Article VII, Section 5.

**Ratified 04/15/13**

**ARTICLE VIII.      ASCSN Senate Appointee's for Vacant Seats**

**Section 1. Previous General Election**

Candidates that ran in the previous general election for the vacant seat shall be considered for appointment. Appointees shall adhere to guidelines set forth in Constitution Articles IV.

**Section 2. Oath of Office**

Appointees shall be present at the ASCSN Senate meeting when their appointment to office is recommended. All appointees will take the oath of office at the next regularly scheduled Senate meeting after the Senate has accepted the recommendation. Any appointee must fit the criteria according to ASCSN Constitution Article IV.8A.

**Ratified 11/02/12**

**Section 3. Executive Recommendation**

The Executive Board shall be responsible for recommending an appointee to the Senate for ratification for any vacant seat other than position of the ASCSN President. The ASCSN President, acting in the capacity of a representative of the Executive Board, shall make the recommendation during the Senate meeting when the appointment is discussed.

**Section 4. Scholarships**

Scholarships for appointees shall comply with ASCSN By-Law Article VII, Section 8.

**Section 5. Removal**

Any ASCSN Student Government appointee who does not take the oath of office within two (2) consecutive Senate meetings following their appointment to office will automatically be removed from ASCSN Student Government.

**Ratified 08/27/10**

**ARTICLE IX. ASCSN Conduct Code**

**Section 1. Behavior**

All ASCSN Student Government members must be responsible for their behavior while they are representing the College of Southern Nevada. As an ambassador for the college, when traveling, each Senate member will conduct himself accordingly. Alcohol and drugs are not permitted while on college business. In order to insure proper behavior, all ASCSN Student Government members will adhere to and follow a Conduct Code at all times.

**Section 2. Governing Documents**

All ASCSN Student Government members will adhere to and follow the ASCSN Constitution, ByLaws, Board of Regents Statutes, Senate Handbook (Policies and Procedures), and College Operating Policies whenever representing CSN.

**Section 3. First Infraction**

When an infraction or any conduct considered inappropriate occurs, a written warning shall be given from the Executive Board. If the misconduct requires harsher action, the Executive Board shall make the final decision.

**Section 4. Second Infraction**

If an infraction or misconduct of the same nature occurs twice in the same term of office, it could be considered grounds for dismissal after due process provisions of the Constitution have been provided. The Senate member may petition the ASCSN Student Government if a dismissal occurs after the second infraction.

**Section 5. Third Infraction**

Should an infraction or misconduct of the same nature occur a third time in the same term of office, that Senate member will be dismissed from office. The ASCSN Student Government may not be petitioned after a third offense of the same nature has occurred. Any ASCSN Student Government Officer dismissed for code of conduct will not be allowed to petition for candidacy in the upcoming elections or any future elections. They will also be ineligible for appointment on the Senate in any position.

**Ratified 08/27/10**

**ARTICLE X. Impeachment and Removal from Office**

**Section 1. Charges**

Pursuant Article XIV of the ASCSN Constitution, any member of the ASCSN Senate may be charged with impeachment should they commit misfeasance, malfeasance, and/or nonfeasance. To charge a member of the ASCSN Senate with removal, the accusing party must encompass and submit the following:

- a. Be a member of the ASCSN.

- b. Submit an Agenda Item Request (AIR) form containing the required three (3) senatorial signatures to the ASCSN President. If the ASCSN President is the member of ASCSN Student Government being charged, the ASCSN President will not have authority to dismiss the AIR form.
- c. Include a detailed memorandum containing the date and time of drafting, the offender's name and title, the specific ASCSN Constitutional Article(s), ASCSN By-Law(s), Student Conduct Code section(s), Student Honor Code section(s), ASCSN Senate Handbook section(s), and the date and time of offense. Any reference made to violations within specific sections of the mentioned governing documents must be applicable and referenced verbatim within the memorandum.
- d. All hard evidence supporting the accusation.
- e. The accusing party, if not a member of the ASCSN Senate, must provide the Advisor of ASCSN Student Government their NSHE ID for verification that they are a currently enrolled student at CSN. The Advisor of Student Government will submit written testimony to the ASCSN Senate including the results of their verification. If the accusing party is not a currently enrolled student of CSN, the charge is then invalid and will be null and void.

## **Section 2. Fulfillment**

If the charge of impeachment fulfills the requirements pursuant ASCSN By-Law Article X, Section 1, the charge will appear as a formal item on the next scheduled ASCSN Senate meeting agenda. The ASCSN Senate may then send the charge to the ASCSN Grievance Committee and Judicial Board for review and recommendation by a simple majority vote. If the motion is not adopted, the charge will not be sustained and is then null and void.

## **Section 3. Senate Action**

Post findings and recommendation of the Grievance Committee and Judicial Board for preferred action to the ASCSN Senate, the charge of impeachment shall appear as a formal item on the next scheduled ASCSN Senate meeting agenda for deliberation by the ASCSN Senate. Should the charge be sustained by a two-thirds (2/3) supermajority vote of the ASCSN Senate, the offending officer will be removed from office immediately. If the motion is not adopted, the charge and recommendation will not be sustained and are then null and void.

**Ratified 05/03/13**

**ARTICLE XI. ASCSN Advisor**

**Section 1. Qualification**

The ASCSN Student Government Advisor shall be a professional staff or faculty member at the College of Southern Nevada.

**Section 2. Role**

The Advisor shall act as a liaison for staff and faculty to the Student Government Senate.

**Section 3. Duties**

The Advisor shall promote goals and objectives of Student Government.

- a. The Advisor shall ensure compliance with law and College policy in Senate activities, but shall not otherwise interfere with deliberation and actions taken by the Senate. All Student Government business shall be carried out by a member of the ASCSN Senate.
- b. The Advisor shall have the authority and duty to check and send notices of ineligibility to senate members who fall below a the minimum six (6) credit hours in a semester and/or 2.25 semester grade point average requirement as dictated and described in ASCSN Constitution Article IV.9.
- c. The Advisor or their designee shall attend all senate meetings. The Advisor is not required to attend committee meetings, unless otherwise dictated in the Committee's By-Laws or at the request of the committee chair.

**Ratified 05/03/2013**

**Section 4. Emergency Senate Meetings**

In the event that the ASCSN President deems an Emergency Meeting is necessary, the Advisor shall not have the power to cancel the meeting.

**Ratified 08/27/10**

**ARTICLE XII. ASCSN Senate Meetings**

**Section 1. Rules**

All Senate meetings will be conducted in accordance with the Nevada Open Meeting Law, Nevada System of Higher Education (NSHE) guidelines, the ASCSN Constitution and By-laws statutes, and Robert's Rules of Order.

**Section 2. First Senate meetings**

The first mandatory Senate meeting will be held two Fridays before the beginning of each semester. At this meeting the Senate shall: set its meeting schedule for the semester as outlined in ASCSN Constitution Article V.3, the President shall make assignments to boards and committees as outlined in ASCSN Constitution Article VII.1, and Senate members will provide proof of enrollment on their campus or a petition for exception.

**Ratified 11/02/12 Ratified 08/27/10**

**ARTICLE XIII. ASCSN Senate Committees**

**Section 1. Standing Committees**

The ASCSN Standing Committees are the Planning and Awards Committee and the Outreach Committee. The remaining committees are ad-hoc committees.

- a. All ASCSN Standing Committees shall meet no less than one (1) time per month. Notification of these meetings must be posted in accordance with the Nevada Open Meeting Laws. All ASCSN Standing Committee members must be notified by e-mail at least three (3) business days in advance of the scheduled meeting.
- b. All ASCSN Standing Committees will be comprised of at least one (1) Senate representative from each CSN campus, including extension sites, except where otherwise noted.
- c. All ASCSN Standing Committees must meet a quorum to take any action. A quorum consists of 50% of the committee plus one (1) additional member. If quorum is not obtained, the scheduled meeting will still take place without any action. Roll and minutes must be taken regardless if quorum is met.
- d. Any activity approved by a Standing Committee will require a line-item budget to be presented to the ASCSN Senate for events planned requiring appropriated funds.
- e. The Chair of all ASCSN Standing Committees must report their activities one (1) time per month at regularly scheduled Senate meetings. The Chair or Co-Chair is responsible for taking roll and minutes.

- f. For each month during the fall and spring semesters that the Chair of a Standing Committee fails to call a meeting an unexcused absence will be applied to the Chair's attendance record. If the Chair calls a meeting, but fails to meet quorum then no penalty will be incurred.
- g. All ASCSN Standing Committees will elect a Co-Chair at the first committee meeting who shall be responsible for recording and submitting minutes after each committee meeting to the Senate Secretary within five (5) business days.

**Section 2.      Necessity**

The Executive Board shall examine the feasibility of certain committees as needed. If it is determined that a certain committee is no longer needed, the Executive Board may recommend that the committee be dissolved to the Senate, who may dissolve said committee by a two-thirds (2/3) vote of the entire Senate.

**Section 3.      Absence and Tardiness**

Notification of intended absence from an ASCSN committee meeting must be made to the Committee Chair or Co-Chair no less than two (2) hours prior to the scheduled meeting time. Failure to notify shall result in an unexcused absence. Acceptable reasons for absence as stated in the ASCSN Constitution Article V.6.

Senate members arriving late for scheduled committee meetings shall be marked as tardy in the minutes. Tardiness consists of an arrival up to thirty (30) minutes late from the start of any meeting that lasts one hour or longer, or up to twenty (20) minutes late for any meeting that lasts less than one (1) hour. An absence consists of any arrival more than thirty minutes after the start of a meeting that lasts one (1) hour or longer, or any arrival more than twenty (20) minutes late for any meeting that lasts less than one (1) hour. Two (2) tardy arrivals shall constitute one (1) unexcused committee absence.

One (1) absence from a scheduled committee meeting per semester will equal one (1) unexcused ASCSN Senate Meeting absence unless otherwise dictated in the individual committee by-laws. Exceptions can be made when deemed necessary by Chair and Co-Chair.

**Ratified 03/15/13**

**Ratified 11/30/12**

**ARTICLE XIV.      ASCSN Planning & Awards Committee**



**Section 1. Purpose**

The purpose of the ASCSN Planning and Awards Committee is to plan and execute all ASCSN Student Government activities, events, and awards ceremonies.

**Ratified 02/07/14**

**Section 2. Budget**

The Planning and Awards Committee shall be responsible for determining the projected budget for all ASCSN Student Government events within the first thirty (30) days of the fall semester. The Planning and Awards Committee budget shall be submitted to the Senate at the next regularly scheduled Senate meeting.

**Ratified 02/07/14**

**Section 3. Coordination**

The Planning and Awards Committee may coordinate with other Committees, Clubs, Organization, and Departments.

**Ratified 02/07/14**

**Section 4. Chair**

The Planning and Awards Committee Chair shall:

- a. Preside over all meetings of the Planning and Awards Committee.
- b. Submit all Planning and Awards Committee Meeting Agendas to the ASCSN President on time with respect to Nevada Open Meeting Law Statues.
- c. Assist all Event Coordinators with the planning of their activities, events, or awards ceremonies as needed.

Be present for and assist in the execution of every activity, event, or awards ceremony that has been approved by the Planning and Awards Committee and the Senate.

1. If two (2) or more activities, events, or awards ceremonies are scheduled at the same time, the Planning and Awards Chair shall choose which activity, event, or awards ceremony to attend.

2. The Planning and Awards Chair may designate a proxy who is a member of the ASCSN Senate to attend an event in their absence. The Planning and Awards Chair must notify the Executive Board, ASCSN Advisor, and the Event Coordinator for the event the proxy will be attending no later than two (2) hours prior to the start of the event via electronic correspondence.

i. Once a member of the Senate has been designated as a proxy for the Planning and Awards Chair, the designated proxy assumes all responsibilities of the Planning and Awards Chair for the event in which they are designated.

3. The Executive Board shall have the authority to determine the legitimacy of extenuating circumstances (such as illness or travel time from one event to another) and excuse the absence(s) of the Planning and Awards Chair with a simple majority vote during an Executive Board Meeting.

4. Failure to comply with any of the responsibilities outlined in ASCSN ByLaw Article XIV Section shall constitute grounds for nonfeasance.

**Section 5. Vice-Chair**

The Planning and Awards Committee Vice-Chair shall:

- a. Assume all powers and responsibilities of the Planning and Awards Chair when the Chair is effectively absent or represented by proxy during a Planning and Awards Committee meeting.
- b. Be responsible for taking minutes during each Planning and Awards Committee meeting and submitting them to the ASCSN Secretary within five (5) business days following the adjournment of the meeting.

**Section 6. Event Coordinator and Co-Coordinator**

The Planning and Awards Committee Chair shall appoint an Event Coordinator for each activity, event, or awards ceremony the Committee will plan and execute if no member of the Committee volunteers for the position.

- a. The Planning and Awards Chair may, as necessary, appoint members of the Committee to be Co-Event Coordinators, who shall assist their Event Coordinator with the planning and execution of an activity, event, or awards ceremony.

- b. The Planning and Awards Chair may appoint themselves or the Planning and Awards Vice-Chair to be an Event Coordinator or Co-Event Coordinator.
- c. Event Coordinators shall be responsible for ensuring that all necessary paperwork, including but not limited to: Facilities Usage Requests, Limited Purchase Orders, and Independent Contractor Agreements are submitted to the appropriate individuals on time with respect to CSN institutional policies.
- d. Event Coordinators and their Co-Event Coordinators shall be responsible for the planning and execution of the activities, events, or awards ceremonies that are assigned to them.
  - 1. Event Coordinators and Co-Event Coordinators shall be present for and assist in the execution of events that are assigned to them.
- e. Failure to comply with any of the responsibilities outlined in ASCSN By-Law Article XIV, Section 4 (c) and 4 (d) shall constitute grounds for nonfeasance.

**Section 7. Senate Approval**

Any item passed by the Committee shall be submitted to the Senate for possible approval. All approved expenditures shall be supported by the corresponding approved Senate Meeting minutes.

**Ratified 02/07/14**

**Section 8. Graduation Stoles**

During the first meeting of the Planning and Awards Committee during the spring semester, the Planning and Awards Committee shall determine the cost and design of the graduation stoles to be awarded to eligible student government representatives during the first Senate Meeting in May. Only Senate Members who finish their term in office without an impeachment or removal from their elected or appointed office eligible. If a Senate Member resigns from office after completing part of their term during the fall or spring semesters due to matriculation or a life altering circumstance, the Executive Board shall have the authority to determine the Senate Member's eligibility.

**Ratified 03/15/13 Ratified 02/07/14**

**Section 9. Giveaways**

Any activities, events, or awards ceremonies that will include giveaway prizes or complimentary tickets must adhere to the following:

- a. Students must present a current Student ID and sign an ASCSN Sign-In Sheet before receiving any prize awarded to them in a giveaway or receiving a complimentary ticket.
- b. Any giveaway winner who will be receiving a monetary prize (gift card, grant, etc.) must fill out an Employee Compensation Form with respect to CSN institutional policies. **Ratified 08/27/10**

**Ratified 02/07/14**

## **ARTICLE XV. Outreach Committee**

### **Section 1. Purpose**

The purpose of the ASCSN Outreach Committee shall be to plan and coordinate marketing strategies for the promotion of ASCSN Student Government, create and maintain ASCSN scholarships, and manage all social media.

**Ratified 02/07/14**

### **Section 2. Coordination**

The Outreach Committee may coordinate with and/or partially fund other Departments, Committees, Clubs, and Organizations.

**Ratified 02/07/14**

### **Section 3. Chair**

The Outreach Committee Chair shall:

- a. Preside over all meetings of the Outreach Committee.
- b. Submit all Outreach Committee Meeting Agendas to the ASCSN President on time with respect to Nevada Open Meeting Law Statutes.
- c. Assist all Coordinators with their assignments, coordination, marketing, promotions, scholarships, or management as needed.

- d. Be present for and assist in the execution of every marketing event, promotional event, or scholarship that has been approved by the Senate.

- 1. The Executive Board shall have the authority to determine the legitimacy of extenuating circumstances (such as illness or travel time from one event to another) and excuse the absence(s) of the Outreach Chair with a simple majority vote during an Executive Board Meeting.

- 2. If two (2) or more activities, events, or awards ceremonies are scheduled at the same time, the Outreach Chair shall choose which activity, event, or awards ceremony to attend.

- 3. The Outreach Chair may designate a proxy who is a member of the ASCSN Senate to attend an event in their absence. The Outreach Chair must notify the Executive Board, ASCSN Advisor, and (if applicable) the Event Coordinator for the event the proxy will be attending no later than two (2) hours prior to the start of the event via electronic correspondence.

- i. Once a member of the Senate has been designated as a proxy for the Planning and Awards Chair, the designated proxy assumes all responsibilities of the Planning and Awards Chair for the event in which they are designated.

- ii. Once a member of the Senate has been designated as a proxy for the Outreach Chair, the designated proxy assumes all responsibilities of the Outreach Chair for the event in which they are designated.

- 4. Failure to comply with any of the responsibilities outlined in ASCSN ByLaw Article XV shall constitute grounds for nonfeasance.

**Section 4. Vice-Chair**

The Outreach Committee Vice-Chair shall:

- a. Assume all powers and responsibilities of the Outreach Chair when the Chair is effectively absent or represented by proxy.
- b. Be responsible for taking minutes during each Outreach Committee meeting and submitting them to the ASCSN Secretary within five (5) business days following the adjournment of the meeting.

**Section 5. Coordinator and Co-Coordinator**

The Outreach Committee Chair shall appoint a Coordinator for each assignment the Committee will plan and execute if no member of the Committee volunteers for the position.

- a. The Outreach Chair may, as necessary, appoint members of the Committee to be Co- Coordinators, who shall assist their Coordinator with the assignment.
- b. The Outreach Chair may appoint themselves or the Outreach Vice-Chair to be a Coordinator or Co-Coordinator.
- c. Coordinators shall be responsible for ensuring that all necessary paperwork, including but not limited to: Facilities Usage Requests, Limited Purchase Orders, and Independent Contractor Agreements are submitted to the appropriate individuals on time with respect to CSN institutional policies.
- d. Coordinators and their Co-Coordinators shall be responsible for all assignments that are assigned to them.
- e. Failure to comply with any of the responsibilities outlined in ASCSN By-Law Article XV, shall constitute grounds for nonfeasance

**Section 6. Senate Approval**

Any item passed by the Committee shall be submitted to the Senate for possible approval. All approved expenditures shall be supported by the corresponding approved Senate Meeting minutes.

**Ratified 08/27/10 Ratified 02/07/14**

**ARTICLE XVI. Legislative Affairs Committee**

**Section 1. Purpose**

The purpose of the Legislative Affairs Committee is to encourage student participation within the political process, to provide resources to students seeking legislative engagement, and to ensure that students are educated about policies that affect them at the local, state, and national level.

## **Section 2. Delegate Representation and Equal Opportunity**

The Legislative Affairs Committee shall officially be nonpartisan and all committee members shall act as delegate representatives that follow the expressed interests of their constituents. Any correspondence with elected officials, or those running for public office, shall be executed with equal opportunity to those on all areas on the political spectrum.

## **Section 3. Chair**

The Legislative Affairs Committee Chair shall:

- d. Preside over all meetings of the Legislative Affairs Committee.
- e. Submit all Legislative Affairs Committee Meeting Agendas to the ASCSN President on time with respect to Nevada Open Meeting Law Statues.
- f. Assist with the planning of Legislative Affairs Committee activities and events.
- g. Be present for and assist in the execution of every activity or event that has been approved by the Legislative Affairs Committee and the Senate.
  - 1. If two (2) or more activities or events are scheduled at the same time, the Legislative Affairs Committee Chair shall choose which activity or event to attend.
  - 2. The Legislative Affairs Committee Chair may designate a proxy who is a member of the ASCSN Senate to attend an event in their absence. The Planning and Awards Chair must notify the Executive Board, ASCSN Advisor, and the Event Coordinator for the event the proxy will be attending no later than two (2) hours prior to the start of the event via electronic correspondence.
    - i. Once a member of the Senate has been designated as a proxy for the Legislative Affairs Committee Chair, the designated proxy assumes all responsibilities of the Planning and Awards Chair for the event in which they are designated.
  - 3. The Executive Board shall have the authority to determine the legitimacy of extenuating circumstances (such as illness or travel time from one event to another) and excuse the absence(s) of the Legislative Affairs Committee Chair with a simple majority vote during an Executive Board Meeting.

4. Failure to comply with any of the responsibilities outlined in ASCSN ByLaw Article XIV Section shall constitute grounds for nonfeasance.

**Section 4. Vice Chair**

The Legislative Affairs Committee Vice-Chair shall:

- c. Assume all powers and responsibilities of the Legislative Affairs Committee Chair when the Chair is effectively absent or represented by proxy during a Planning and Awards Committee meeting.
- d. Be responsible for taking minutes during each Legislative Affairs Committee meeting and submitting them to the ASCSN Secretary within five (5) business days following the adjournment of the meeting.

**Section 5. Researcher**

The Legislative Affairs Committee Researcher shall be responsible for:

- a. Understanding public policy debates and legislation that may have an impact on higher education, or the general welfare of students, and reporting those findings back to the Legislative Affairs Committee.
- b. Ensuring that members of the Legislative Affairs Committee have the proper contact information to all elected officials, and candidates for public office, that will assist the committee in executing on campus correspondence and debates.
- c. Researching and surveying how other colleges and universities within the Nevada System of Higher Education plan to respond to legislation that affects students.
- d. Any other duties delegated to them by the Chair of the Legislative Affairs Committee.

**Section 6. Duties**

The duties of the Legislative Affairs Committee can include, but is not limited to:

- a. Planning a biennial trip to the Nevada State Legislature in Carson City to meet with Assemblymen, Senators, staff, and lobbyists.



- b. Organizing on campus voter registration drives and coordinating with the Clark County Clerk to set up polling booths on campus for local, state, and national elections.
- c. Planning on campus correspondence and debates with elected officials and candidates for public office.

**Section 7. Senate Review Period**

- a. The Senate may approve a motion to initiate a review period of the Legislative Affairs Committee by a two-thirds (2/3) supermajority vote to ensure that an action taken by the committee has complied with the ASCSN Constitution and By-Laws.
- b. During this review period, all efforts specific to the action in question must cease. If the action is found to be in violation by a two-thirds (2/3) supermajority vote of the Senate, these efforts may not be resumed following the review period.

**Ratified 07/13/2018**

**ARTICLE XVII. ASCSN Budget Committee**

**Section 1. Goals**

The goals of the Budget Committee are to define those items which will be recommended to the Student Government Senate for approval, and to re-evaluate those items from previous budgets.

**Section 2. Proposals**

The Budget Committee shall make proposals for the future budget to include such items as:

- a. Office Staff support.
- b. Publication allocation.
- c. Allocation of Student Activities' general funds.
- d. Contingency funds.
- e. Open Purchase Orders for trophies, plaques, etc.
- f. Office material, photographic materials, etc.

- g. Funding Pool for funding proposal applications
- h. Other such items as may be discussed.

**Section 3.      Limitations**

The proposed budget may not exceed the projected income for the upcoming year.

**Section 4.      Uses**

The Budget is to be used by the Student Government as it sees fit to promote special projects, activities, and innovations as may be approved by the student Government Senate.

**Section 5.      Funding Pool**

The Budget Committee shall designate a portion of ASCSN General Fund projected revenues toward a funding pool that is to be used exclusively by the ASCSN Funding Proposal Committee for all submitted funding proposals. The designated amount shall not exceed 10% of total projected revenues for the current academic year; the committee may designate less than 10%.

**Section 6.      Prior Year Contingency**

All funds not expended in one (1) year will automatically be placed in a reserve account (Prior Years Contingency Fund). The Senate shall consult with Student Life and Leadership Development Director and Financial Advisor before approving any expenditure of funds from the Prior Years Contingency Account.

Ratified 10/19/12

**ARTICLE XVIII.    ASCN By-Law & Constitution Committee**

**Section 1.      Purpose**

The purpose of the By-Law & Constitution Committee is to review the current ASCSN Constitution and By-Laws and recommend amendments to these documents on the basis of relevance and necessity to existing conditions.

**Section 2.      Proposals**

Any proposed changes shall be submitted to the Committee Chair through an Agenda Item Request Form. Upon receipt of any proposed changes, the Committee shall meet to consider the proposed changes and make recommendations to the ASCSN Senate.

**Section 3. Definition of By-Law**

A By-law for ASCSN shall be a legislative act prescribing procedure for ASCSN Student Government by authority derived from the ASCSN Constitution.

**Section 4. By-Law Ratification**

By-law changes recommended by the Committee shall become effective upon approval by the Senate by a two-thirds (2/3) majority vote of the entire Senate.

**Section 5. Constitutional Amendments**

Any amendments to the ASCSN Constitution changes must follow the procedure outlined in Article XI of the ASCSN Constitution.

**Section 6. Constitutional Ratification**

The committee shall present any proposed Constitution changes to the Senate for ratification. A two-thirds (2/3) vote of the entire Senate is necessary to refer the recommended Constitutional amendment(s) to the student body for approval during any general election.

**Ratified 08/27/10**

**ARTICLE XIX. ASCSN Election Board**

**Section 1. Powers**

The Election Board shall preside over all Student Government elections. The Election Board is empowered by the ASCSN Constitution to determine eligibility of candidates, enforce the provisions of the Constitution and Bylaws pertaining to elections, and to certify the results of the election.

**Section 2. Membership**

The Election Board must consist of a minimum of three (3) students at large, one ASCSN Advisor, and one ASCSN Senate Member who shall serve as Chair of the Board, all of whom are not running for office.

Ratified 11/02/10

**Section 3.      Vacancies**

In the event that vacancies occur on the Election Committee, the Executive Board will appoint eligible Senate Members. Vacancies must be filled by eligible Executive Board Members before making appointments from the general Senate. Eligible is defined as members serving their last term or graduating. An unexcused absence by a member on the committee will count as one absence toward the three-absence policy.

**Section 4.      Certification of Candidates**

The Election Board will certify eligible candidates for the elections. A candidate for any office shall be a member of ASCSN as described in Article III.1 of the ASCSN Constitution. Candidates for all Senate positions that have completed courses at CSN must provide proof of a cumulative 2.5 GPA. Further, the candidate may not have any disciplinary record with the school. The candidate may not have held any elected or appointed office in the ASCSN Senate for more than two (2) one-year terms, which would consist of two fall semesters and two (2) spring semesters. Summer semesters are not counted. If a Senate member serves any term of office in the fall or spring semester, that semester shall be counted as a full semester towards the four –semester term limit. If a member of ASCSN is submitting a letter of intent to be appointed to any senate position and the appointed term would exceed the two-term limit, that candidate for appointment would be ineligible for consideration of the open senate position. All declarations of candidacy must include an unofficial transcript from the CSN Admissions office, an application of candidacy, a picture, and a signed affidavit from Student Government. All applications must be submitted before the close of business (5:00 p.m.) five business days before the first day of voting.

Failure to provide all documents and picture prior to 5:00 p.m. on the designated day shall result in disqualification.

**Ratified 11/02/10**

**Section 5.      Ballot**

The Election Board is responsible for ensuring that all matters requiring the vote of the student body shall be on the ballot.

**Section 6.      Voting Polls**

Voting polls shall be set up at all the main campuses. Online voting will be provided by the Election Board for all students.

**Section 7.      Election Day**

Campaigning of any sort, including sign placement, audio or visual displays or activities will not be allowed within fifty (50) feet of any voting poll. Campaigning on Election Day will not be allowed in the computer labs, libraries, or writing centers if online voting is provided. The Election Board is responsible for marking the fifty (50) feet allowance at each voting poll with visible markers. Campaigning will be permitted within fifty (50) feet of a polling station only if it takes place in a different room. If a polling station is set up in the Cheyenne Student Lounge, the separate room clause does not apply and campaigning will not be allowed within fifty (50) feet of the poll.

**Section 8.      Campaign Materials**

Individual campaign flyers, posters, or handouts of any fashion may be distributed or posted, (not within fifty (50) feet of voting polls) as long as they have been approved by the Election Board. Candidates and those campaigning for them are allowed to wear Election Board approved buttons on their personal effects.

**Section 9.      Violations**

One violation by a candidate or a person acting on behalf of or in support of a candidate will result in a warning. Any subsequent violation by a candidate or a person acting on behalf of or in support of a candidate will result in disqualification of the candidate. All candidates must submit a list of names of people acting on behalf of their campaign to the Committee at the beginning of their campaign. Any changes to this list must be submitted to the Committee Chair or ASCSN Advisor.

**Section 10.     Reimbursement**

The ASCSN Student Government will not reimburse individual candidates for any monies spent involving the election or campaigning.

**Section 11.     Ticketed Campaigning**

Any candidate currently seeking election will be barred from acting on behalf or in support of any other candidates campaigning during the election process. Each candidate must run independently of all other candidates (no "tickets").

**Section 12. Open Forum**

The Election Board shall be responsible for organizing a forum on each of the three (3) main campuses wherein candidates have the opportunity to present their platform to students. Only the candidate may speak on their behalf at the organized forums. In the event a candidate cannot attend the forum a written statement may be read by an ASCSN Advisor, ASCSN Administrative Assistant, or member of the ASCSN Election Board.

**Section 13. Candidate Posters**

The Election Board shall be responsible for placing at least one (1) campaign poster of each candidate near each voting poll. Each poster will be a uniform size for all candidates. The Election Board will determine the appropriate size for posters.

**Section 14. Voter Eligibility**

All elections shall be a secret ballot and each registered student at the College of Southern Nevada shall be eligible to vote one (1) ballot.

**Section 15. Grievances**

The Election Board shall ensure compliance with all election campaign procedures and will investigate any grievances concerning same. The determination of the Election Board investigation of any grievance, if substantiated, may cause disqualification of the party at whom the allegation was directed.

**Section 16. Chair's Report**

The Election Board Chairperson shall submit a report of total votes cast per candidate, listed by campus, as well as total votes cast overall to the ASCSN Senate. The Student Government Secretary shall archive a copy of this report in the Student Government records. **Ratified  
08/27/10**

**ARTICLE XX. Funding Proposal Application**

**Section 1. Funding Request**

All Clubs/Organizations requesting funding from ASCSN must be in compliance with Article XXII Section 5(a) ASCSN By-Law, and shall fill out the Club/Organization Funding Proposal Packet, which shall be made available on the ASCSN Webpage.

**Ratified 5/13/2016**

**Section 2.      Acceptance**

All funding proposals will only be accepted by an ASCSN Administrative Assistant or the Funding Proposal Chair before the close of business (5:00 p.m.), a minimum of ten (10) business days prior to the posted date of a Funding Proposal meeting. As dictated by Article XXI, Section 2 of the ASCSN Senate By-Laws, the Funding Proposal committee shall only meet three (3) times each semester and shall set their schedule for the entire year at the first ASCSN Senate meeting of the fall semester.

**Section 3.      Funding Request Limitation**

All Clubs/Organizations requesting funding are only permitted to submit a Funding Proposal Application once per academic semester; however, it will be at the discretion of the Chair of the Funding Proposal Committee on whether to accept an additional packet based off necessity and feasibility. Funding proposals may contain multiple events/programs occurring over their respective semester.

**Section 4.      Hearing and Recommendation**

Funding requests shall be heard by the ASCSN Funding Proposal Committee, whom shall operate in accordance with ASCSN By-Law XXI. Should this committee recommend the allocation of funds by ASCSN, this recommendation shall be referred to the ASCSN Senate for deliberation at the next regularly scheduled ASCSN Senate meeting, in accordance with Nevada Open Meeting Law. All requests that are approved by the ASCSN Senate shall be disbursed upon the approval of the ASCSN Senate meeting minutes.

**Section 5.      Authority and Appellate Procedure**

In accordance with ASCSN Senate By-Law Article XXI, Section 5, the Funding Proposal Committee shall have the authority to fund any submitted funding request in full or in part, or to deny funding entirely.

Collaborative decisions of the members of this committee shall be final, the only appellate process being outlined in ASCSN Senate By-Law Article XXI, Section 7. The Director of Student Life and Leadership Development, ASCSN Financial Advisor, or any other member of CSN Administration/Administrative Faculty/Faculty/Staff shall not have the authority to grant appeals.

**Section 6.      Timeframe Requirement**

All funding requests must be approved by ASCSN Student Government prior to any event(s)/program(s) being held. ASCSN Student Government will not reimburse any Club/Organization, and/or individuals for any expenditures or expenses incurred prior to ASCSN Senate approval of funding requests. ASCSN Student Government will not fund any event that has already taken place.

**Section 7.      Packet Requirements**

All funding proposal packets must include the following items to be considered by the Funding Proposal Committee:

- a. Proof of fundraising and/or the pursuit of other funding options for their event(s)/program(s) before applying to the ASCSN Senate. If other options were not pursued then the funding proposal monies shall not be considered.
- b. A budget, which provides detailed expenditures of requested funds, including:
  - 1. All of the items and which parts, if not all of the event will be paid for by ASCSN funds,
  - 2. The funding usage per semester/event, if applicable,
  - 3. All funding proposals over \$500 and all proposals for transportation, lodging, equipment and clothing shall require three (3) separate bids be provided with the proposal. One of the three (3) bids must include a bid from CSN if it is applicable to the request.
- c. All promotional/advertising materials and flyers related to the event(s)/program(s). All items must be the final version and be in accordance with ASCSN Senate By-Law Article XX, Section 9.
- d. A complete schedule of event(s)/program(s) including time, date, location, and itinerary that funds will be allocated for.
- e. A detailed description of event(s)/program(s) including:
  - 1. The purpose or cause of event(s)/program(s),



2. How it will benefit the CSN community, especially CSN's student body,
  3. Explanation of the future direction for the program including targets and benchmarks.
  4. A current copy of the Club/Organization account financial statement shall be presented with all submitted funding proposals.
  5. Verification of fundraising efforts must be provided through an expenditure worksheet of the account to which requested funds are to be transferred to.
- f. Specific for any annual or bi-annual event(s)/program(s):
1. Provide a copy of the student attendance record (sign-in sheets) of the event(s)/program(s) for the past two academic years,
  2. Provide the line-itemized budget for the past two academic years.

**Section 8. During Funded Events**

- a. During any ASCSN funded event/program, the requesting party must ensure the following:
  1. Sign-in sheets must be kept to document the number of students attending the event.
  2. Some form of visible advertisement of ASCSN's support of this event.
  3. In the case that gift cards, cash prizes, and other items of substantial amount are given out during the event(s)/program(s), regardless if the item(s) of value was paid for using ASCSN funds, an Employee Supplement Compensation form must be filed out by recipient.
  4. Ensure that any individual participating in an interactive activity fill out a Liability Release form before the individual participates in the activity.
- b. If an event is funded entirely from monies approved by the ASCSN Senate, the words An ASCSN Funded Event or an officially recognized ASCSN logo must appear on all advertising materials and programs, including any other promotional materials used.

The words must also be posted at the event. All events funded in part shall have the words Sponsored or Co-Sponsored by ASCSN or an officially recognized ASCSN logo.

**Section 9. Accountability Worksheet**

Upon completion of all event(s)/program(s) that have been approved for funding, an accountability worksheet must be turned in to both the Chair of the Funding Proposal Committee and the ASCSN Treasurer within ten (10) business days. If an accountability worksheet is not received within the ten (10) business days, the Club/Organization shall only be considered for funding not to exceed twenty-five percent (25%) of the total cost of the next event in which funding is requested and approved. All accountability worksheets must be supplemented with:

- a. Receipts substantiating all expenditures.
- b. Copies of all items listed in ASCSN By-Law XX Section 7.
- c. Typed, brief analysis report of the event's/program's shortcomings and how the requesting party will improve them in the future.
- d. Typed, brief analysis report of the event's/program's positive outcomes and steps the requesting party will take to consistently maintain the outcomes.

**Section 10. Tangible Assets Purchased**

All tangible assets purchased by Clubs/Organizations using funds allocated by ASCSN Student Government will become the sole property of ASCSN Student Government and must be relinquished following the conclusion of the event(s)/program(s) at which they are being used or upon request of ASCSN.

**Section 11. Intentional Misrepresentation**

Any intentional misrepresentation of the event(s)/program(s) to an ASCSN Student Government member, the Funding Proposal Committee, or ASCSN Student Government as a whole will result in immediate withdrawal of funds and the Club/Organization will be required to reimburse ASCSN Student Government for all funds allocated. If misrepresentation is identified prior to the event(s), re-submittal of the request must be made with new documentation before the request is reconsidered.

**Ratified 04/15/13**

## **ARTICLE XXI. Funding Proposal Committee**

### **Section 1. Acceptance of Packets**

The Student Government Administrative Assistant or Committee Chair shall be the only person to accept funding proposals, and at the time of acceptance shall stamp all packets with the date/time. Each proposal will be accompanied by six copies of said proposal and be distributed to committee members and one (1) copy to the ASCSN Advisor at the next meeting.

### **Section 2. Meeting Limitation**

The Funding Proposal Committee shall only meet three (3) times each semester and shall set their schedule for the entire year at the first ASCSN Senate meeting of the fall semester. The committee may only hold an emergency committee meeting if quorum is not met or if an approved item is vetoed in accordance with ASCSN Senate By-Law Article XXI, Section 9, at which only the business on the original agenda or the vetoed item may be addressed; absolutely no additional business shall be added to the emergency committee meeting agenda.

### **Section 3. Funding Limitation**

The Funding Proposal Committee may only approve funding that is exactly or less than 12.5% of the entire funding pool amount designated by the Budget Committee for any individual funding proposal. The Funding Proposal Committee may not allocate funding that exceeds the total designated funding pool amount for all funding proposals in an academic year.

### **Section 4. Notice**

After a complete funding proposal packet is submitted, the funding proposal shall be on the next available Funding Proposal Committee agenda; provisions of Nevada Open Meeting Law shall apply. All Clubs/Organizations seeking monies shall be contacted by the committee chair as to the time and room their funding proposal will be seen before the committee.

### **Section 5. Funding Authority**

The Funding Proposal Committee reserves the right to decide to fund any proposal in its entirety, partially, or deny completely. The Funding Proposal Committee shall not fund departments or divisions at any institution.

**Section 6. Notice of Denial or Partial Funding**

In the case the committee decides to deny or partially fund a request, the Funding Proposal Chair or Co- Chair shall submit, in writing, the committee’s reasoning within ten (10) business days.

**Section 7. Appellate Process**

Appeals regarding the Funding Proposal Committee's decision shall be made to the ASCSN Senate within five (5) working days of receiving a letter of denial or partial funding. The appeal shall be addressed as an action item on the next Senate agenda.

**Section 8. Failure to Notify**

In the case that a written explanation of denial or partial funding is not submitted to the requester within ten (10) business days, the Club/Organization that was denied or partially funded may appeal to the ASCSN Senate by submitting an Agenda Item Request form and all documentation outlined in ASCSN Senate By-Law Article XX to the ASCSN President.

**Section 9. Veto of Approved Funding**

In case of a presidential veto of any approved funding, the chair of the committee shall meet with committee members within two (2) weeks to decide if the veto shall be contested. A Presidential veto may be overturned by a two-thirds (2/3) vote of the entire Senate.

**Section 10. Unexcused Absence**

One (1) unexcused absence from a scheduled Funding Proposal Committee meeting per semester will equal three (3) unexcused ASCSN Senate Meeting absences. **Ratified 04/01/13**

**ARTICLE XXII. Grievance Committee & Judicial Board**

**Section 1. Purpose**

The primary concern of the Grievance Committee and Judicial Board is to ensure that any Senate member having complaints brought against them is treated impartially and fairly while the validity of each accusation of misfeasance, malfeasance, or nonfeasance is determined.

**Section 2. Composition**

This committee shall be composed of five (5) individuals: two (2) Senate members and three (3) members represented by Faculty, Administration, or students at large who shall be selected by the Executive Board and ratified by the Senate at the beginning of each Semester. This committee shall not fulfill the ad hoc committee requirement for Senate members as detailed in ASCSN Senate By-Law Article V, Section 2a. Ratified 02/01/13

**Section 3. Written Accusations**

The Grievance Committee and Judicial Board shall investigate all written accusations submitted to the Chair concerning the Senate member in question.

**Section 4. Right to Due Process**

Senate Members being investigated by the Grievance Committee and Judicial Board shall be accorded all of the due process rights provided under the ASCSN Constitution.

**Section 5. Post Findings Report**

Should the Grievance Committee and Judicial Board determine that there are proven grounds of misfeasance, malfeasance, or nonfeasance, the Committee shall prepare a written report documenting all evidence of the findings in accordance with Title 2, Chapter 6 of the Board of Regents Code.

**Section 6. Presidential Duty**

If a charge is brought forth in senate against a member if ASCSN Senate and it is recommended to the Grievance Committee and Judicial Board, the President or his designee shall schedule the hearing to occur within thirty (30) days.

**Section 7. Nonfeasance of Work Hours**

The record of Senate member's hours shall constitute proven grounds and does not require action by the Grievance Committee and Judicial Board for removal from the Senate by the Executive Board.

**Section 8. Conduct Code Violations**

Written notice from the Executive Board of Conduct Code violations constitutes proven grounds and shall not require action by the Grievance Committee and Judicial Board for removal from the Senate by the Executive Board.

**Section 9. Absence & Tardiness**

Minutes reflecting absence or tardiness at Senate or Committee Meetings shall constitute proven grounds and do not require action by the Grievance Committee and Judicial Board for removal from the Senate by the Executive Board.

**Section 10. Running for Office**

If a Senate member is removed without impeachment recommended by the Grievance Committee and Judicial Board, the member may run for office again if they are eligible under Constitutional and By-law guidelines.

**Section 11. Recommendation**

The Grievance Committee and Judicial Board shall recommend to the Senate exoneration, probation, suspension, censure or impeachment.

**Ratified 08/27/10**

**ARTICLE XXIII. Student Organization Committee**

**Section 1. Purpose**

The purpose of the Student Organization Committee shall be an information sharing and communications committee for all ASCSN recognized Student Organizations. This committee will address any announcements, updates, or information from ASCSN. These meetings will be held to the standards of Nevada Open Meeting laws.

**Section 2. Chair**

The Chair shall be the ASCSN Vice President. The duties of the chair are to:

- a. shall produce an agenda for the committee that will be drafted and posted in accordance with Nevada Open Meeting Law Statutes.
- b. Preside over all meetings of the committee.
- c. Monitor the compliance within the ASCSN By-Laws and Constitution of every Student Organization.

- d. take role of all recognized club's or organization's representatives at the beginning of each Committee Meeting, ensuring present representatives sign-in on the sign-in sheet.
- e. appoint a member of ASCSN Student Government at the first ASCSN Senate Meeting of the fall and spring academic semesters to take minutes at each committee meeting. This appointee shall be the Vice Chair of the Committee.

### **Section 3. Vice Chair**

The Vice Chair shall:

- a. Assume all powers and responsibilities of the Student Organizations Committee Chair when the chair is absent.
- b. Be responsible for taking minutes during each Student Organizations Committee meeting and submitting them to the ASCSN Secretary no later than five (5) business days following the adjournment of the meeting.
- c. produce and provide a sign-in sheet for recognized club/organization representatives at the beginning of every committee meeting.
- d. provide the ASCSN Secretary with the meeting minutes within five (5) business days of the Student Organization Committee Meeting.
- e. inform the ASCSN Vice President no later than two (2) hours prior to a scheduled committee meeting of their absence, with acceptable reasons being outlined in ASCSN Constitution Article V.6. Consequence of a failure to notify shall be considered the equivalent of an unexcused committee absence.

### **Section 4. Members**

The Student Organizations Council shall consist of the President of each ASCSN recognized Student Organization. If the President of any Student Organization cannot attend a Committee Meeting, they may send another Club member as their proxy. The President must inform the Chair of their designated proxy at least one (1) hour prior to the start of a meeting. Members may add items to the agenda using AIR Forms, which process is addressed in ASCSN By-Laws Article IV Section 6. No representative may be a member of ASCSN Student Government nor represent two clubs/organizations at one meeting.

### **Section 5. Meetings.**

The Committee shall meet no less than three times per academic semester, with at least one Committee meeting per month. Within the first four (4) weeks of the beginning of the each fall semester, the Chair must choose a date in which the Council will meet. On this meeting, the committee shall decide upon the meeting dates for the rest of the academic year. The Chair must abide by the meeting dates voted upon by the council.

**Section 6. Accountability.**

The attendance of each Student Organization is a requirement. Failure of attending these committee meetings shall constitute grounds for:

1. A first written warning drafted by the ASCSN Vice President shall be sent to the Club/Organization President and Primary Advisor via electronic correspondence.
2. A second written warning disclosing the following seed money penalty to the Club/Organization President and Primary Advisor eligible for seed money via electronic correspondence. If the second offence is received in the fall academic semester the Club/Organization shall forfeit half the seed money in the spring academic semester of the same academic year. If the second offence is received in the spring academic semester the Club/Organization shall forfeit half the seed money in the fall academic semester of the next academic year. Clubs and organizations non-eligible for seed money shall not receive a second warning letter.
3. The third disciplinary action will result in a request for revocation of the Club's/Organization's recognition during the ASCSN Senate Meeting following the offence.

**Ratified 4/20/18**

**ARTICLE XXIV. Chartering Student Clubs**

**Section 1. Petition/Club Packet**

To be considered for recognition as an ASCSN Club/Organization, the following must be fulfilled:

- a. A petition in the form of the official Club Packet must be submitted during the fall or spring semester along with one additional copy of the packet to a Student Government Administrative Assistant or the ASCSN Vice President.



- b. The packet must receive a date stamp from Student Government for accountability purposes. Incomplete club packets will be returned to the Club's/Organization's Primary Advisor for completion and resubmission.
- c. Upon verification of the required documentation, the ASCSN Vice President will recommend the Club/Organization for Senate approval via the Club/Organization Recommendation Form.
- d. All ASCSN Clubs/Organizations are required to submit an updated club packet each academic year.
- e. The ASCSN Vice President must be notified within ten (10) business days if a Club's/Organization's Constitution has been modified via the Update of Constitution Form or if their Advisors, Officers, or contact information has changed via the Update of Advisor Information Form, Update of Officer Information Form, or Update of Contact Information Form, respectively, during the academic year. The Club/Organization President shall be responsible for submitting the appropriate documentation unless otherwise specified in the Club's/Organization's Constitution or By-Laws.
- f. The last day the ASCSN Vice President shall accept any club packet is sixty (60) calendar days into the fall and spring academic semesters.

**Section 2. Advisor Duties, Restrictions, and Exceptions**

The following are the duties, restrictions, and exceptions for an advisor:

- a. The following are the expected duties of an advisor:
  - 1. The advisor shall ensure that the Club/Organization follows all Nevada Revised Statutes; NSHE Codes; CSN policy, and ASCSN statutes, rules, and regulations.
  - 2. The advisor shall attend all on and off campus meetings of the Club/Organization.
  - 3. The advisor shall ensure that all ASCSN forms pertaining to Clubs/Organizations are completed correctly.
  - 4. It shall be up to the advisor to ensure that CSN's Cash Handling procedures are abided by during all transactions of the Club/Organization.

- i. The advisor shall be present at all fundraising events to supervise the collection of funds at all on and off campus fundraisers. If the advisor cannot be present to supervise the collection of funds, they must designate a fulltime or part-time classified employee, faculty member, or administrative faculty member to supervise the collection of funds. All proxies must be employed by the College of Southern Nevada.
    - ii. The advisor or their designated proxy shall be the sole individual to deposit funds into the Club's/Organization's account at the Cashier's Office.
  - b. The following are the restrictions for all advisors:
    1. Each Classified Staff, Faculty, or Administrative Faculty member can only advise one Club/Organization during the academic year.
    2. Advisors shall not act against a Club's/Organization's Constitution and/or By-Laws unless the advisor must exercise their authority pursuant ASCSN By-Law Article XXIV, Section 2 (a).
    3. Advisors shall not interfere in a Club/Organization Executive Board's or member's management or administration of the Club/Organization, unless the advisor must exercise their authority pursuant ASCSN By-Law Article XXIV, Section 2 (a).
  - c. Special Restrictions for Student Life and Leadership Development Employees:
    1. The Director or Interim Director of Student Life and Leadership Development shall not be the primary or secondary advisor for any Club/Organization at the College of Southern Nevada.
    2. All additional Student Life and Leadership Development full-time or part-time classified employees and administrative faculty may advise a Club/Organization with the following restrictions:
      - i. The employee or administrative faculty member shall not accept or date/time stamp any submitted documentation pertaining to the Club/Organization for which they are the Primary or Secondary Advisor.
      - ii. The employee or administrative faculty member shall not initial or sign any portion of submitted documentation pertaining to the

Club/Organization they advise unless the initial or signature is required to fulfill their role as the Club's/Organization's Primary or Secondary Advisor.

iii. If the employee or administrative faculty member is acting as proxy for the Director or Interim Director of Student Life and Leadership Development during an ASCSN Student Government meeting, they shall not advise members of the ASCSN Senate on any matter pertaining to the Club/Organization for which they are the Club/Organization Primary or Secondary Advisor.

iv. All paperwork submitted by a Club/Organization for which an employee or administrative faculty member of Student Life and Leadership Development is the Primary or Secondary Advisor must be reviewed and supplemented using the Internal Review and Findings form by the Executive Board prior to recommendation of any action to the ASCSN Senate.

d. The following are the exceptions for Advisors:

1. The CSN High School may have a Clark County School District Faculty member who instructs at the CSN High School as an Advisor but must provide the same information required in ASCSN By-Law Article XXIV, Section 2.

2. In the event that an Advisor resigns, the club will have to secure a new advisor and shall submit a new Update of Advisor Information Form to the ASCSN Student Government Vice President within ten (10) business days.

### **Section 3. ASCSN Members in Clubs/Organizations**

Current members of the ASCSN Senate may join a Club/Organization or serve as a Club/Organization officer if they so desire. However, the following restrictions apply:

a. The ASCSN Senate member shall verbally disclose their affiliation with a Club/Organization before any action is taken on an item pertaining to the Club/Organization in which they are a member. At minimum, the ASCSN Senate member shall disclose their most recent position as well as the length of time they have been a member of the Club/Organization.

- b. The ASCSN Senate member shall abstain from voting on any item which pertains to any Club/Organization for which they are an officer or member during an ASCSN Senate meeting and shall recuse themselves from discussing any item that pertains to a Club/Organization for which they are a member.
- c. Funding Proposal Committee
  - 1. The ASCSN Senate member shall not advocate for the Club/Organization for which they are an officer or member to the Funding Proposal Committee. If specific Club/Organization By-Laws would require an Executive Board member or ASCSN Senator to appear before the Funding Proposal Committee, they shall send a proxy.
  - 2. If the ASCSN Senate member is a member of the Funding Proposal Committee, they shall recuse themselves from any discussion during any item that pertains to any Club/Organization for which they are an Officer or member, and they shall abstain from voting on any item that pertains to any Club/Organization for which they are an Officer or member.
- d. All paperwork submitted by a Club/Organization for which an ASCSN Senate member is an Officer must be reviewed and supplemented using the Internal Review and Findings form by the Executive Board prior to recommendation of any action to the ASCSN Senate.

**Section 4. Minimum Requirements for Recognition**

In order to be recognized as a student Club/Organization, each Club/Organization must comply with the following:

- a. The submission of a completed Club Packet including:
  - 1. A fulltime or part-time classified staff member, faculty member, or administrative faculty member as an Advisor.
  - 2. An Executive Board consisting of, at minimum, a President, Vice President, and Secretary; all of whom must be currently enrolled CSN students.
  - 3. The names, phone numbers, signatures, and a copy of current Staff and Student I.D.s of the Advisor and Executive Board, respectively.

4. The appropriate initial of the ASCSN Vice President indicating the Club/Organization President and Primary Advisor have attended a Club/Organization orientation in the academic semester the Club/Organization is seeking recognition.

**Ratified 3/15/12**

5. A Constitution including the Club's/Organization's purpose or mission statement, list of Officers and their duties, eligibility requirements for membership, election procedures, provisions for removal of Officers and Advisor(s), replacement procedures for Officer and Advisor vacancies, a definition of quorum, and provisions for amending the Constitution.

6. A signed original copy of the ASCSN Travel Liability Form and the ASCSN Name/Logo Liability Form.

b. Each Club/Organization shall be required to have at least one representative attend the ASCSN Student Government Senate meeting the day on which their recognition is an action item on the Agenda. Notice of the meeting date will be given to the Club/Organization President and Primary Advisor by the ASCSN Vice President during the Club/Organization Orientation.

c. The Club/Organization President reserves the right to refuse seed money and the generation of collegiate accounts on behalf of their Club/Organization.

## **Section 5. Seed Money**

a. New or established Clubs/Organizations recognized by the ASCSN Senate during the fall or spring semesters are eligible to receive seed money, pending senate approval, once they acquire the name, signature, and a copy of a current Student I.D. for at least ten (10) Club/Organization members when in compliance with Article XXIV, Section 4 ASCSN By-Law.

b. Clubs/Organizations who submit completed Club Packets within the first thirty (30) days of the semester are eligible to receive \$300, pending Senate approval. A complete Club Packet for the purpose of determining seed money eligibility is defined as containing all of the documents listed in ASCSN By-Law Article XXIV, Section 4, and ASCSN By-Law Article XXIV, Section 5(a), excluding ASCSN By-Law Article XXIV, Section 4 (a) 4. **Ratified 5/13/2016**

c. Those Clubs/Organizations that submit completed Club Packets within the first sixty (60) days of the semester are eligible to receive \$150, pending Senate approval. A

complete Club Packet for the purpose of determining seed money eligibility is defined as containing all of the documents listed in ASCSN By-Law Article XXIV, Section 4, and ASCSN By-law Article XXIV, Section 5 (a), excluding ASCSN By-Law Article XXIV, Section 4 (a) 4.

- d. A Club/Organization is considered to be in good standing until they commit a second offence pursuant Article XXIV, Section 8 (a).
- e. Each Club/Organization approved for seed money in the fall semester will be eligible to receive an additional \$300 seed money in the spring semester, provided they are in good standing and are in compliance with ASCSN By-Law Article XXIV, Section 6 and Section 7.
- f. Clubs/Organizations who are eligible to receive seed money in the fall semester, but fail to maintain good standing in the spring semester of the previous academic year, shall forfeit half of their seed money.
- g. If a Club or Student Organization remains inactive for four (4) consecutive academic semesters excluding summers, then the Club or Student Organization's remaining seed money shall be transferred back into the ASCSN Student Government General Fund.

**Section 6. Student Organization Committee**

All ASCSN Clubs or Organizations shall be required:

- a. To have at one (1) representative attend a minimum of one (1) Student Organization Committee per month. **Ratified 4/20/18**
- b. No representative shall represent more than one (1) Club/Organization.

**Section 7. Meeting Requirements and Recommendations**

All ASCSN Clubs/Organizations shall be required to have at least one (1) official meeting every February, March, and April in the spring academic semester and every September, October, and November in the fall academic semester. These official meetings shall be open to the public.

- a. An official meeting of a Club/Organization must meet quorum to fulfill the mandate pursuant this section.

1. Quorum shall at minimum require fifty percent (50%) of the Club's/Organization's voting membership plus one (1) additional voting member be present at the meeting to conduct business.

ASCSN Student Government strongly recommends the following:

- b. Notice of all meetings taking place on CSN's campus should be drafted in the form of a meeting agenda and should be posted, at minimum, on the Club Agenda Board at the campus that the meeting will be held.
- c. Notice of all meetings taking place off of CSN's campus should be drafted in the form of a meeting agenda and should be posted, at minimum, on the Club Agenda Board at the campus most convenient for the Club/Organization.
- d. Meeting agendas should be posted four (4) business days before the day of the meeting and should include the date, time, and location of the meeting.

**Section 8. Accountability**

a. All ASCSN Clubs/Organizations shall be required:

4. To submit a completed Club Packet to the ASCSN Vice President within sixty (60) calendar days after the start of the semester pursuant Article XXIV Section 1 (f).

5. To submit meeting minutes to the ASCSN Vice President during the fall and spring semesters pursuant Article XXIV Section 7.

6. To have any changes made to a Club's/Organization's Constitution, Primary and/or Secondary Advisor, and/or Officers submitted to the ASCSN Vice President no more than ten (10) business days after the change has been made. The ASCSN Vice President shall ensure that all Club/Organization documentation is compiled in the Student Government office at the Cheyenne Campus by the end of each semester.

b. Failure of any Club/Organization to abide by any deadline as set forth in Article XXIV, Section 7 and/or Section 8 (a) or comply with Article XXIV, Section 6 shall constitute grounds for:

1. A first written warning drafted by the ASCSN Vice President shall be sent to the Club/Organization President and Primary Advisor via electronic correspondence.
2. A second written warning disclosing the following seed money penalty to the Club/Organization President and Primary Advisor eligible for seed money via electronic correspondence. If the second offence is received in the fall academic semester the Club/Organization shall forfeit half the seed money in the spring academic semester of the same academic year. If the second offence is received in the spring academic semester the Club/Organization shall forfeit half the seed money in the fall academic semester of the next academic year. Clubs and organizations non-eligible for seed money shall not receive a second warning letter. **Ratified 5/13/2016**
3. The third disciplinary action will result in a request for revocation of the Club's/Organization's recognition during the ASCSN Senate Meeting following the offence.

#### **Section 9. Revocation**

Should a request be made to revoke a Club's/Organization's recognition, the ASCSN Vice President shall send a last warning letter via electronic correspondence to the Club's/Organization President and Primary Advisor by the day revocation of said Club's/Organization's recognition is placed as an action item on the ASCSN Student Government Senate Agenda in accordance with Nevada Open Meeting Law. Revocation of a Club/Organization may be requested by an ASCSN Senate Member by submitting an Agenda Item Request form to the ASCSN Vice President when said Club/Organization fails to abide by the ASCSN Student Government Constitution, Senate Bylaws, or Student Honor Code. Revocation of recognition of a Club/Organization requires a two-thirds (2/3) majority vote of the ASCSN Student Government Senate.

#### **Section 10. Expiration of Recognition**

Clubs/Organizations that were recognized the previous spring semester by the ASCSN Senate will continue to be recognized for thirty (30) days into the following academic year. At that time, if a new Club Packet has not been received in accordance with ASCSN By-Law Article XXIV, Section 1, recognition of the Club/Organization will expire.

**Ratified 10/04/2012**

#### **ARTICLE XXV. Fiscal Accountability**



**Section 1. Purpose**

To comply with Title 4, Chapter 20 section 2c, and 2e of the NSHE Handbook, these by-laws have been drafted to recognize CSN’s institutional process governing purchase approvals.

**Section 2. Approvals**

- a. Signing authority for approval of any transaction or contract is limited to the following individuals for all transactions or contracts approved by the ASCSN Senate Majority, with the only exception to those listed being CSN’s Institutional President:
  - 1. ASCSN President
  - 2. ASCSN Treasurer
  - 3. ASCSN Advisor
  - 4. ASCSN Financial Advisor
  - 5. CSN’s Vice President of Student Affairs
  
- b. No individual, other than the ASCSN President in the case of a Presidential Veto, may deviate from the intended purpose as stated in Title 4, Chapter 20 section 2e of the NSHE Handbook.
  
- c. Should any transaction or contract be stopped by member(s) 2 - 5 of section 2a for legal reasons, they shall state their reasons in writing within five working days and return the contract and written statement to the ASCSN President. The ASCSN President may appeal this decision to the Board of Regents at its next regular meeting. The institutional President shall cause the appeal to be placed on the Board of Regents agenda pursuant to Article V, Section 11 of the Board of Regents Bylaws.
  
  
- d. Amendments

**Section 3. Procedure**

These By-laws may be modified, via a Senate Bill, with a two-thirds (2/3) vote of the entire Senate.