



ASCSN BY-LAW I

ASCSN Standing Committees

- 1.01 These By-laws may be modified, via a Senate Bill, with a two-thirds (2/3) vote of the entire Senate.
- 1.02 The ASCSN standing committees are the Planning and Awards Committee and the Outreach Committee. The remaining committees are ad-hoc committees.
- 1.03 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.
- 1.04 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.
- 1.05 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. The Chair or Co-Chair is responsible for taking roll call and taking minutes regardless if quorum is met.
- 1.06 The chair of all ASCSN Standing Committees must report their activities one (1) time per month at regularly scheduled Senate meetings.
- 1.07 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 call a meeting but fails to meet quorum then no penalty will be incurred.
- 1.08 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.
- 1.09 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.
- 1.010 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 2/3 vote of the entire Senate.

- 1.011 Two (2) absences from a scheduled committee meeting per semester will equal one (1) unexcused Senate meeting absence unless deemed necessary by chair and co-chair.
- 1.012 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 are Student Government business, illness, death of a family member or other valid reasons as determined by a majority of the committee members present at that particular meeting.
- 1.013 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.

ASCSN BY-LAW II

ASCSN Budget Committee

- 2.01 The Grievance Committee and Judicial Board will have final review of all unexcused absences.
- 2.02 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.
- 2.03 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. Other such items as may be discussed.
- 2.04 The proposed budget may not exceed the projected income for the upcoming year.
- 2.05 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.

- 2.06 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.

ASCSN BY-LAW III By-Law & Constitution Committee

- 3.01. 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.
- 3.02. 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.
- 3.03. A By-law for ASCSN shall be a legislative act prescribing procedure for ASCSN Student Government by authority derived from the ASCSN Constitution.
- 3.04. 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.
- 3.05. Any amendments to the ASCSN Constitution changes must follow the procedure outlined in Article XI of the ASCSN Constitution.
- 3.06. 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.

ASCSN BY-LAW IV Election Board

- 4.01 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.
- 4.02 The Election Board must consist of a minimum of three (3) students, any senate member not running for office, who shall chair the Board; and one ASCSN Advisor.
- 4.03 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 election committee will count as one absence toward the three absence policy.

- 4.04 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 2.0 GPA. Further, 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.) on the designated day. Failure to provide all documents and picture prior to 5:00 p.m. on the designated day shall result in disqualification.
- 4.05 The Election Board is responsible for ensuring that all matters requiring the vote of the student body shall be on the ballot.
- 4.06 Voting polls shall be set up at all the main campuses. Online voting will be provided by the Election Board for all students.
- 4.07 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 places 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.
- 4.08 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.
- 4.09 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.

- 4.010 The ASCSN Student Government will not reimburse individual candidates for any monies spent involving the election or campaigning.
- 4.011 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").
- 4.012 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.
- 4.013 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.
- 4.014 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.
- 4.015 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.
- 4.016 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.

ASCSN BY-LAW V

Funding Proposal Committee

- 5.01 The Student Government Administrative Assistant will accept and date/ time stamp all funding proposals that are turned in. 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.
- 5.02 After funding proposal application is submitted, the funding proposal shall be on the next available Funding Proposal Committee agenda. Provisions of Nevada Open Meeting Law shall apply.
- 5.03 A copy of the current club/organization budget shall be-presented at any and all Funding Proposal Meetings.

- 5.04 Other funding options for said program should be pursued before applying to the ASCSN
- 5.05 Senate. If other options were not pursued then the Club/Organization seeking monies shall not be considered.
- 5.06 All Clubs /Organizations seeking monies shall be contacted by the chair as to the status of their funding proposal. All proposals to be considered will be funded at 100%, partially, or denied funding at an amount not to exceed the amount raised by the club/organization for said program. All proposals must be sponsored by a recognized ASCSN Club/Organization to be considered for funding.
- 5.07 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.
- 5.08 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. The appeal shall be addressed as an action item on the next Senate agenda.

ASCSN BY-LAW VI

Grievance Committee & Judicial Board

- 6.01 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.
- 6.02 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.
- 6.03 The Grievance Committee and Judicial Board shall investigate all written accusations submitted to the Chair concerning the Senate member in question.
- 6.04 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.
- 6.05 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.
- 6.06 If a charge is brought forth in senate against a member of 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.

- 6.07 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.
- 6.08 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.
- 6.09 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.
- 6.010 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.
- 6.011 The Grievance Committee and Judicial Board shall recommend to the Senate exoneration, probation, suspension, censure or impeachment.

ASCSN BY- LAW VII Planning & Awards Committee

- 7.01 The purpose of the ASCSN Planning and Awards Committee is to plan and organize ASCSN Student Government activities that will enhance the learning and fellowship experience of all students.
- 7.02 The Planning and Awards Committee will be responsible for determining the projected budget for all events, within the first thirty (30) days of the Fall semester to be submitted to the ASCSN Senate at the next regularly scheduled meeting.
- 7.03 The Planning and Awards Committee may coordinate with other committees, organization, and clubs.
- 7.04 The Planning and Awards Committee will determine the criteria, as well as design and help implement any Student Government events and award ceremonies.
- 7.05 Any activities passed by the Committee shall be approved by the Senate. All approved expenditures shall be supported by approved minutes of the Senate.
- 7.06 Any activities where complimentary raffle tickets are distributed, a current student ID shall be presented prior to obtaining a ticket and receiving any items won in said raffle.

ASCSN BY-LAW VIII Outreach Committee

- 8.01 The purpose of the ASCSN Outreach Committee is to plan and coordinate marketing strategies for the promotion of ASCSN Student Government and to decide on issues that affect student lounges and structure areas located at all campuses.
- 8.02 The Outreach Committee may coordinate with other committees, organizations, and clubs.
- 8.03 Any activities passed by the Committee shall be approved by the Senate. All approved expenditures shall be supported by approved minutes of the Senate.

ASCSN BY- LAW XII Intramural Sports Committee

- 12.01 The purpose of the ASCSN Intramural Sports Committee is to plan, organize, and promote the development of intramural sports at CSN as well as the CSN Sports Center on the Cheyenne campus.
- 12.02 The Intramural Sports Committee will be responsible for determining which sports are of interest and needed on campus as well as the time of year teams will be organized and promoted during the fall or spring semester.
- 12.03 The Intramural Sports Committee may coordinate with other committees, organization, and clubs.
- 12.04 The Intramural Sports Committee will plan, and organize promotional events in relation to Intramural Sports and the Sports Center as necessary.
- 12.05 Any activities passed by the Committee shall be approved by the Senate. All approved expenditures shall be supported by approved minutes of the Senate.

ASCSN BY-LAW XIII ASCSN Advisor

- 13.01 The ASCSN Student Government Advisor shall be a professional staff or faculty member at the College of Southern Nevada.
- 13.02 The Advisor shall act as a liaison for staff and faculty to the Student Government Senate.
- 13.03 The Advisor shall promote goals and objectives of Student Government.
- 13.04 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.

- 13.05 The Advisor or a designee shall attend all Senate meetings. Committee Meetings do not require Advisor attendance.
- 13.06 In the event that the ASCSN President deems an Emergency Meeting is necessary, the Advisor shall not have the power to cancel the meeting.

ASCSN BY-LAW XIV Number of Senators

- 14.01 There shall be four (4) Campus Senators for each main campus and two (2) Campus Senators to represent the Extension Campuses.
- 14.02 There shall be four (4) Executive Board Members consisting of a President, Vice President, Secretary, and Treasurer who shall represent all campuses.

ASCSN BY-LAW XV ASCSN Senate Duties

- 15.01 ASCSN Senators:
- a. Shall serve on at least one (1) 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 Committee with an approval by two-thirds (2/3) vote of the entire ASCSN Senate in a scheduled ASCSN Senate meeting.
 - c. Shall have authority to pass financial funding items with a majority vote of a quorum in a scheduled ASCSN Senate meeting.
 - d. Shall have authority to override a presidential veto with approval by two-thirds (2/3) vote of the entire ASCSN Senate in a scheduled ASCSN Senate meeting.
 - e. Shall serve at least six (6) hours (over and above committee meetings) each week assisting students on the campus they represent when classes are in session.
 - f. Shall date stamp and initial the front page of two hard copies of all accountability worksheets, minutes, agendas and club packets.
 - g. In the event that the Executive Board of the ASCSN Student Government is unable to perform its function, any agenized item may be enacted by a majority vote of the Senate.
 - h. Shall automatically be removed from Senate for three (3) unexcused absences from Senate and/or Committee meeting in one semester.

- 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 be updated when applicable.

15.02 Executive Board Duties:

- a. Executive Board Members do not represent a specific campus. Executive Board members must work a portion of their hours at each main campus within a given pay period. Failure to rotate campuses during each pay period is grounds for action by the Grievance Committee and Judicial Board.
- b. Shall automatically be removed from Senate for three (3) unexcused absences from Senate and/or Committee meeting in one semester.
- c. 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.
- d. 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.
- e. President
 - 1. Or his designee shall be the official representative of ASCSN
 - 2. In the event that a Senate or Executive Board 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 Senate before succession takes place.
 - 3. Shall recommend to the Executive Board, for ratification, all members serving on ASCSN Committees.
 - 4. Shall recommend to the Executive Board, for ratification, all ASCSN members serving on college committees.
 - 5. Shall have signing authority on any and all ASCSN financial matters that shall be approved by the Senate majority prior to enactment.
 - 6. Shall have responsibility to create and post all agendas for Executive and Senate meetings, or designate a Senate member to create and post all agendas.
 - 7. Shall vote in the Senate meeting only in the event of a tie.

8. Shall be empowered to call emergency meetings of the Senate.
9. Shall conduct all ASCSN Senate meetings or designate a replacement in the event of an absence.
10. Shall have power to veto any ASCSN Senate action according to By-law 18.01.
11. Shall work twelve (12) hours each week (over and above committee meetings) helping students according to By-law 15.02-A.

f. Vice President

1. Shall assume all powers of the President, when the President is effectively absent, or represented by proxy
2. Shall act as Parliamentarian and Sergeant at Arms at all ASCSN Senate Meetings.
3. Shall provide a required comprehensive list of club required document due dates, request an official list of club meeting dates of all present club members and club rush dates at the first club meeting of every fall and spring semester.
4. Shall be a member of the ASCSN Outreach Committee.
5. Shall act as ambassador to all recognized ASCSN student clubs.
6. Shall assume responsibility to ensure compliance with Nevada Opening Meeting Statues.
7. Shall host an Open Meeting for members and/or Advisors of any recognized ASCSN Club/Organization, a minimum of once per month, and a maximum of twice per month excluding emergency meeting, during the fall and spring semester.
8. Shall send last warning letter to club/organization. By-law 19.06
9. Shall work eleven (11) hours each week (over and above committee meetings) helping students according to By-law 15.02-A.
10. Shall provide a checklist for all ASCSN clubs by the 2nd student government Senate meeting of each month which details the club's compliance with ASCSN bylaw statutes.

g. Secretary

1. Shall share responsibility to ensure compliance with Nevada Opening Meeting statutes.
2. Shall receive and maintain records (with the help of the Student Government Administrative Assistant) and make available all scheduled ASCSN Senate and Committee Meeting agendas and minutes.
3. Shall record, post and file all ASCSN Senate Meeting Minutes within five (5) working days and distribute to all ASCSN Senate members at the next scheduled ASCSN Senate meeting.
4. Shall monitor the hours worked by each ASCSN Senate and Executive Board member and report any nonfeasance to the Executive Board.
5. Shall work ten (10) hours each week (over and above committee meetings) helping students according to By-law 15.02-A.

h. Treasurer

1. Shall be a member of the ASCSN Budget and Funding Proposal Committees.
2. Shall receive a copy of all transactions where monies are debited from any ASCSN accounts.
3. Shall be responsible for submitting a budget report to Committees and the ASCSN Senate. Reports shall be submitted at each ASCSN Senate Meeting.
4. Shall work ten (10) hours each week (over and above committee meetings) helping students according to By-law 15.02-A.
5. Shall count for any fund-raising monies with Student Life and Leadership Director if any fund-raising money is present

ASCSN BY-LAW XVI Scholarships, Stipends, & Hours

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

16.02 The President is required to work twelve (12) hours each week, the Vice-President is required to work eleven (11) hours each week, and the Treasurer and Secretary are required to work ten (10) hours each week. The Campus Senators are required to work six (6) hours each week at the campus(s) they represent. All required hours are over and above committee meetings. No Senate member shall be required to work during finals week. In the absence of good cause determined by the majority of

the Executive Board, short hours shall constitute nonfeasance and removal from office shall be enacted by the Executive Board.

- 16.03 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
 - D. Work while there are students attending classes at that campus
- 16.04 The Executive Board will randomly check to ensure that all ASCSN Senate members are working their required hours. A written record will be kept by the Student Government Administrative Assistant for all hours worked for each ASCSN Senate member for each of the pay periods in a semester.
- 16.05 Hours may be made up in advance provided the reason for such is approved in advance by a majority of the Executive Board. Hours may be made up in instances illness or death of a family member, or other valid reasons as determined by a majority of the Executive Board. Proof must be shown for the reason(s) of missed hours.
- 16.06 The stipend amount for the President per semester excluding the summer shall be two thousand one hundred sixty dollars (\$2,160), the stipend amount for the Vice President per semester excluding the summer shall be one thousand eight hundred fifteen dollars (\$1,815), the stipend amount for the Treasurer and Secretary per semester excluding the summer shall be one thousand five hundred dollars (\$1,500), and the stipend amount for the Campus Senators per semester excluding the summer shall be eight hundred ten dollars (\$810). Stipends during the summer semester will be determined by the Senate at the first scheduled meeting of the new Senate after taking the oath of office in May, prior to the beginning of the summer semester. Summer Stipends shall not exceed previous amounts awarded during the fall and spring semester.
- 16.07 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 award after (60) calendar days after the start of the semester.
- 16.08 The Executive Board shall stop payment of stipend if the required hours are not worked as stated in Section 15.02-A and 16.03. 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 13 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 By-law 16.05.

ASCSN BY-LAW XVII

ASCSN Funding Proposal Application

- 17.01 Funding requests shall be heard by the ASCSN Funding Proposal Committee. Should this committee recommend Student Government allocation of funds, this recommendation shall be referred to the general Senate for deliberation at the next regularly scheduled Senate meeting.
- 17.02 Funding provided to recognize active clubs by the ASCSN Student Government will be for, but not restricted to, events or capital improvements that take place on any of the CSN Campuses or Extension sites.
- 17.03 Any ASCSN Club / Organization is allowed to submit a funding request form to request Student Government sponsorship of an activity, or capital improvement that will take place, but not limited to any CSN Campus or Extension site. A budget which provides detailed expenditures of requested funds must be presented with each funding request. All funding proposals over \$500 and all proposals for transportation, lodging, equipment and clothing shall require three (3) separate bids for said proposal. Individuals requesting Student Government Funding must be sponsored by an ASCSN Club / Organization. Accountability Worksheets must be submitted to a student government representative or Administrative Assistant to be time stamped and initialed within ten (10) working days after an event is held to be considered for future funding. If an accountability worksheet is not turned in within 10 working days, the club cannot receive any funding proposal funds and can only be considered for no more than a third of their request for the duration of and following semesters if their accountability report is turned in after 10 working days.
- a. One of the three (3) bids must include a bid from CSN if it is applicable to the request.
 - b. Any intentional misrepresentation to an ASCSN Government member or the ASCSN Student Government as a whole will result in immediate withdrawal of funds. Re-submittal of said request must be made with new representation before said request is reconsidered.
 - c. All requests for funding must be approved prior to the event. Student Government will not reimburse any Club / Organization and/or individuals for any expenditures or expenses incurred prior to Senate approval of funding requests. ASCSN Student Government will not fund any event that has already taken place.
 - d. ASCSN Clubs / Organizations must maintain receipts substantiating expenditures at the conclusion of the funded event. Failure to properly

account for funds received will result in denial of future funding requests.

- 17.04 Members of Student Government may submit funding requests for events and activities they may be involved in.
- a. Determination of these requests will be with the same scrutiny as will be given to any other request.
 - b. Student Government committees will submit funding requests in the same manner.
 - c. Abstaining from voting on any funding request that will directly benefit any ASCSN Student Government member monetarily is mandatory.
- 17.05 If an event is funded entirely from monies approved through motions or otherwise, the words, "AN ASCSN FUNDED EVENT" 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 THE ASCSN."
- 17.06 Full documentation and explanations must accompany any request forms.
- 17.07 All Funding Proposal requests shall be reviewed within ten (10) business days after submission, provided all deadlines are met. All requests that are approved by the Senate shall be disbursed upon the approval of the ASCSN Senate meeting minutes.

ASCSN BY-LAW XVIII ASCSN Presidential Veto

- 18.01 The ASCSN Presidents has the right to veto any proposal brought before the ASCSN Student Government except for impeachment actions.
- 18.02 Vetoed proposals shall be brought back for reconsideration at the next regularly scheduled ASCSN Student Government meeting.
- 18.03 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.

ASCSN BY-LAW XIX Chartering Student Clubs

- 19.01 To be considered for recognition as an ASCSN Club/Organization, a club packet must be

submitted along with two (2) copies of the packet to a Student Government Administrative Assistant for a date/time stamp. A club/organization will be eligible to submit a club packet if the club/organization has a Faculty Advisor and Executive Board with valid staff and Student I.D.s. An Executive Board will consist of, at minimum, a President, Vice President, and Secretary. To be eligible to receive seed money, an approved club must provide a Club Packet that includes the printed names, signatures, and Student I.D.s of a minimum of ten (10) CSN students.

- 19.02 Each ASCSN Club / Organization must have a member of the CSN faculty or staff as an advisor (faculty or staff member can only advise one club / organization). Only the CSN High School may have a Clark County School District Faculty member as an advisor. The printed name, telephone number and signature of the advisor is also required on the petition submitted to the Senate. In the event that an Advisor resigns, the club will have ten (10) working days to secure a new advisor and shall submit an Advisor Consent Form to the ASCSN Student Government President. Revocation of recognition of a club requires 2/3 majority vote of the Senate.
- 19.03 ASCSN Clubs / Organizations that seeks to be recognized by ASCSN must submit a completed club packet, a copy of the Club's constitution, (which will include the definition of a quorum) the names and phone numbers of students who are members of the Club. The names and phone numbers of the Club officers, the name and telephone number of the faculty advisor, a signed original copy of the ASCSN Travel Liability Form and the ASCSN Name/Logo Liability Form, unless otherwise noted.
- 19.04 Every semester, All ASCSN Clubs / Organizations are required to submit an updated listing of officers, and a copy of their Constitution, if their Constitution has been modified, to the ASCSN Vice President. Upon verification of the required documentation. The ASCSN Vice President, acting in his/her capacity as Chairperson of the Student Activities Board, will recommend the club for Senate approval. Incomplete club packets will be returned to the club for completion and resubmission. Club packets may only be submitted during the fall and spring semesters.
- 19.05 New or established clubs /organizations that are recognized by the ASCSN Senate during the fall semester are eligible to receive \$300.00/200.00 of seed money if they are an active club. New or established clubs/organizations that are recognized by the ASCSN Senate during the spring Semester are eligible to receive \$300.00/200.00 of seed money if they are an active club. An active club is defined as a club that attends ASCSN club/organization meetings, and misses no more than two meetings per semester, and who submits club minutes, agendas, and records of expenditures and funds on a monthly basis. Seed money shall be granted once each academic year per club/organization. Between one and thirty days from the first day of the semester a club will receive \$150 and between thirty two to sixty days will receive \$100. A like amount will be awarded at the end of the semester. Clubs recognized after the sixty days will not receive seed money.

- 19.06 All ASCSN clubs/organizations shall be required to attend the ASCSN club/organization meetings that shall be hosted by the ASCSN Vice President at least once a month. ASCSN Clubs/organization are allowed to miss a maximum of three meetings prior to deactivation during an academic year. After the 2nd meeting is missed by an ASCSN club/organization, the ASCSN Vice President, will send a letter to the Club/Organization as warning for pending termination.
- 19.07 ASCSN Clubs / Organizations are expected to organize and participate in fund-raising activities along with seeking additional funding from the Senate. Should there be questions regarding fund-raising activities, it is recommended that guidance be obtained from the Funding Proposal Committee or an ASCSN Senate member.
- 19.08 All recognized ASCSN Clubs / Organizations are subject to the Nevada Open Meetings Law Statutes, as such, notices as to date, time, and location of meetings must be posted to make every effort to ensure all enrolled students have knowledge of it's existence by posting notices at the three (3) main campuses, Cheyenne, Henderson, and West Charleston. Notices of meetings may also be posted at extension campuses.
- 19.09 ASCSN Clubs / Organizations are required to submit to ASCSN Student Government Vice President, a projected meeting schedule for that semester at the first Opening Meeting of each semester according to By-law 15.02-E/6.
- 19.010 All ASCSN Clubs / Organizations will have their club packet, any funding proposals and all meeting schedules compiled together at the end of each semester and kept in Student Government for verification and accountability purposes.

ASCSN BY-LAW XX ASCSN Conduct Code

- 20.01 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 their self at all times.
- 20.02 All ASCSN Student Government members will adhere to and follow the ASCSN Constitution, By-Laws, Board of Regents Statutes, Senate Handbook (Policies and Procedures), and College Operating Policies whenever representing CSN.
- 20.03 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.

- 20.04 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.
- 20.05 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.

ASCSN BY-LAW XXI

ASCSN Senate Appointee's for Vacant Seats

- 21.01 Candidates that ran in the previous general election for the vacant seat shall be considered for appointment.
- 21.02 Appointees shall adhere to guidelines set forth in Constitution Articles IV.1 through IV.12.
- 21.03 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 By-law 4.03.
- 21.04 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.
- 21.05 Scholarships for appointees shall comply with By-law 16.07.
- 21.06 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.

ASCSN BY-LAW XXII

Agenda Item Requests

- 22.01 All proposed agenda items must be submitted to the President or designated Senator through the approved ASCSN Agenda Item Request Form.
- 22.02 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.

- 22.03 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.
- 22.04 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.

ASCSN BY-LAW XXIII

Senate Meetings

- 23.01 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.