

Title 5 - NSHE Governing Documents

Chapter 10

**CONSTITUTION OF THE ASSOCIATED STUDENTS
OF THE
COLLEGE OF SOUTHERN NEVADA**

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ARTICLE I - Name

- I.1 The name of this association shall be the Associated Students of the College of Southern Nevada, otherwise known as ASCSN.

ARTICLE II - Object

- II.1 The Mission of this association shall be to provide activities for the social interaction of students; to involve students in the mission, philosophy and goals of the College of Southern Nevada (CSN); to offer the student voice to the Administration of the College; to promote interaction with students from other segments of the Nevada System of Higher Education (NSHE).

ARTICLE III - Members

- III.1 The membership of this association shall be limited to students of the College of Southern Nevada (CSN), regardless of campus or extension affiliation, who are currently registered and attending one or more classes.
- III.2 A fee to be determined and approved by the Board of Regents for the Nevada System of Higher Education shall be assessed against each student of the College of Southern Nevada for each credit taken.
- III.3 All former students, having left CSN without suspension or expulsion, hold honorary status as alumni of CSN but have none of the obligations or privileges of ASCSN membership.

ARTICLE IV - Officers and Election

- IV.1 The Executive Board of ASCSN shall consist of a President, Vice President, Secretary and Treasurer.
- IV.2 Additionally, there shall be a Student Senate, comprised of executive Board members and Senators elected from eligible members of the student body. Senators shall be elected in equal number from each of the three main campuses of Cheyenne, Charleston, and Henderson. Two Senators shall represent extension campuses and affiliated sites.
- IV.3 The Executive Board and Senate shall be empowered to conduct business in the name of and for the benefit of all members of the ASCSN.

- IV.4 An Election Board shall supervise all ASCSN elections throughout the entire proceedings. The Election Board shall be composed of three students, randomly selected by the Senate, one Senator who shall chair the Board and one-faculty members to be elected by the Executive Board. No members of the Election Board shall seek office in the election. The Election Board shall have the authority to determine eligibility of candidates, enforce the provisions of this constitution and By-laws pertaining to elections, and to certify the final results of the election.
- IV.5 The Executive Board and Senators shall be elected by general ballot of the student body on the last Tuesday and the last Wednesday of April. The filing deadline for placing a name on the ballot shall be five working days prior to the scheduled election.
- IV.6 No candidate may file for more than one office in any single election.
- IV.7 Campaigning for election shall be limited to thirty days prior to the scheduled election. Campaigning may begin only after the candidate has filed an application to run for office at the Student Government Office. A candidate shall have their name removed from the ballot if found in violation of election procedures or ineligible by a majority vote of the Election Board.
- IV.8 A candidate for any office shall be a member of ASCSN as described in Article III.1. Further, the candidate shall not have held any elected or appointed office in the Senate for more than two one-year terms, which would consist of two fall semesters and two 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 and Records 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. All qualifications for specific offices must be met including:
- A. Senatorial candidates must complete at least one course at CSN prior to running for office and must provide proof of a cumulative GPA of 2.0 or higher to be eligible. New students who have not completed at least one course at CSN are not eligible to run or accept an appointment. Senatorial candidates must declare the campus they wish to represent, and if successful in pursuit of office, must provide proof of enrollment of a minimum of six credits at the campus they represent. The ASCSN Senate may grant an exception to the six credit requirement at the campus a Senator represents by a two-thirds majority vote only if classes required by the Senator are no longer offered at the Senator's campus through an administrative decision not to offer the course at that campus.

- B. The Executive Board shall be required to fulfill all of the enrollment and GPA requirements for a senate seat listed in IV.8.A but shall not be required to select a specific campus to represent; however, they must divide their time between each main campus each week to receive their stipend.
 - C. New students who have not completed at least one course at CSN are not eligible to run; but may accept an appointment if they are a transfer student with a 2.0 cumulative G.P.A. or a high school student with a cumulative G.P.A. of 3.0 or higher G.P.A. Appointee candidates must declare the campus they wish to represent, and if successful in pursuit of office, must provide proof of enrollment in a minimum of six credits at the campus they represent. The ASCSN Senate may grant an exception to the six credit requirement at the campus a Senator represents by a two-thirds majority vote only if classes required by the Senator are no longer offered at the Senator's campus through an administrative decision not to offer the course at that campus
- IV.9 To remain in office, all Senators and Executive Board members must complete a minimum of six credit hours in the fall and spring semesters with a semester cumulative G.P.A of no less than a 2.0 G.P.A. The Director of Student Life and Leadership Development will verify grades at the end of each semester. Failure to maintain this requirement shall result in immediate removal from office for the duration of the current academic year. The Senate shall carry out procedures for replacement of any removed officers in accordance with Constitution Article IV.8.
- IV.10 Executive Board members and Senators shall be eligible for stipends and scholarships while in office subject to guidelines imposed by the constitution and By-laws.

ARTICLE V - Executive Board and Senate Meetings

- V.1 A meeting of the ASCSN Senate shall be held after the April election and shall include an annual report. This meeting shall be an orientation and introduction of all newly elected officers by those completing their term.
- V.2 Transfer of offices and assumption of duties by the new Senate and Executive Board members shall take place on the first Friday in May at the scheduled Senate meeting set by the outgoing ASCSN President.
- V.3 The Senate shall determine, at the first regularly schedule meeting of a semester, the days, times and locations of all regular meetings for that semester. During the fall and spring semesters, the ASCSN Senate shall meet a minimum of two times monthly to conduct business. Summer work schedules will be optional and will be decided at the first regularly scheduled Senate meeting in may after the new Senate members have taken the oath of office. The Summer Schedule shall be voted on by the Senate and passed by a 2/3 majority vote. Any changes in time or location must be posted at each campus and extension center in accordance with the Nevada Open Meeting Law.

- V.4 The ASCSN Senate shall determine meeting times and locations for periods when classes are not in session at the last regularly scheduled meeting of each semester. Such times and locations shall be posted at each campus and extension center in accordance with Nevada Open Meeting Law.
- V.5 Announcements for meetings shall be made by the posting of notices on CSN bulletin boards and by posting a copy of the announcement in the immediate vicinity of the Student government Offices in accordance with Nevada Open Meeting Law. Permanent posters announcing days, times, and locations of meetings will be prominently displayed at all campuses and extension centers.
- V.6 Notification of intended absence from and ASCSN Senate meeting must be made to an Executive Board member no less than two hours prior to the scheduled meeting time. Failure to notify shall result in an unexcused absence. Three unexcused absences shall result in removal from office by majority vote of the Senate at the next regularly scheduled meeting following the third unexcused absence. The Senate, in accordance with the Constitution and By-laws shall execute replacement procedures. Excused absences may be granted for death or illness of a family member, activities related to Student Government business, or other valid excuses as determined by at least two members of the Executive Board.
- V.7 ASCSN Senate members arriving late for scheduled meetings shall be marked as tardy in the minutes. Two tardy arrivals shall constitute one unexcused absence. A tardy shall consist of an arrival up to thirty minutes late from the start of any meeting that lasts one hour or longer, or up to twenty minutes late for any meeting that lasts less than one hour. An absence shall consist of any arrival more than thirty minutes after the start of a meeting that lasts one hour or longer, or any arrival more than twenty minutes late for any meeting that lasts less than one hour.
- V.8 ASCSN Senate member attendance at all meetings shall be recorded by a roll call or a sign in sheet at the start of all meetings. In order to take action on any matter, there shall be a quorum present. A quorum shall consist of fifty percent plus one of the Senate.
- V.9 Notification of Senate decision on action or funding requests shall be made to concerned parties within four working days of the Senate meeting.

ARTICLE VI - The Senate

- VI.1 The Executive Board and the elected Senators shall constitute the ASCSN Senate.
- VI.2 The ASCSN Senate shall have general deliberative authority over the affairs of the ASCSN membership including allocation of student activities' general funds, recognition and review of student clubs and student organizations, participation in college committees which require student representation and other such business pertaining to the interest and general welfare of the student body.

- VI.3 In the event of a vacancy occurring in the position of President, the Vice President shall succeed into that vacant position. Such succession shall take effect immediately upon notification to the Senate of the vacancy and will be limited to the completion of the elected term.
- VI.4 In the event of a vacancy occurring in any position other than the President, the Executive Board shall recommend an appointee to fill the vacancy for the remainder of the term according to Article IV.8. The recommendation shall be ratified at the next regularly schedule Senate meeting by a majority vote of the Senate before succession takes place.

ARTICLE VII - Boards, Committees and Assignments

- VII.1 A member of the Senate shall chair all Student government boards and committees. The President shall make assignments to boards and committees with consideration given to desire and experience of the elected Senator.
- VII.2 Boards and committees, including standing committees, may be established as needed, but will require assignment of a chairperson and a written set of By-laws within two weeks of establishment.
- VII.3 Boards and Committees shall be governed by the applicable By-laws and published policies of each as approved by the Senate.
- VII.4 Board of committee By-laws shall become effective upon a majority vote by the Senate.
- VII.5 The Executive Board shall examine the feasibility of certain boards and committees on a monthly basis. The Executive Board may recommend to the Senate that a particular board or committee is no longer needed. At a regularly scheduled meeting of the Senate, the recommended board or committee may be disbanded by a two-thirds majority vote of the Senate.

ARTICLE VIII - Recall

- VIII.1 Any member of the ASCSN may initiate a recall petition.
- VIII.2 Upon presentation of a petition carrying the signatures of a minimum of ten percent of the ASCSN membership, which would include Student Identification Number as proof of enrollment, and upon verification of the eligibility and number of such signatures by the election Board, it shall be the duty of the Senate to call for a recall election.
- VIII.3 The recall petition must indicate the name of the office in questions and the reason for the recall.

- VIII.4 Upon receipt of a recall petition, the Election Board shall meet to determine the validity of the petition. Recall petitions must receive a two-thirds majority vote of the Election Board to pass.
- VIII.5 If the Election Board deems the recall petition appropriate, the Senate is required to initiate election procedures. The election should be no longer than two weeks from the decision of the Election Board.
- VIII.6 Recall elections shall only include the office named in the petition. The term of the incumbent office shall terminate upon certification of the Election Board of the results of the recall election.
- VIII.7 Only those candidates who applied for the office in question and were eligible to run in the election shall have their name on the ballot in the recall election. All candidates will be required to follow all procedures applying to a general election.

ARTICLE IX - Referendum

- IX.1 A two-thirds majority vote of the total Senate shall be required for the Senate to refer any proposal to the ASCSN members for a vote.
- IX.2 A simple majority of the members voting in the election is required to pass referendum legislation.
- IX.3 A referendum election shall be held within twenty-one days of the Senate approval.
- IX.4 A referendum election can be held in either the Fall or Spring semester.

ARTICLE X - Initiative

- X.1 Upon presentation to the Senate of a petition, containing the signatures of at least ten percent of the ASCSN membership, and upon verification of the signatures by the Election Board, the ASCSN members shall vote upon any proposal requesting specific legislation that falls under the jurisdiction of the ASCSN Student Government in the next general election. The Senate has the responsibility to schedule a general election during the semester in which the petition is filed.
- X.2 Presentation to the Senate of an initiative petition must occur no later than thirty days prior to a general election.
- X.3 Approval of the initiative proposal requires a majority of the votes cast in the general election.
- X.4 Legislation enacted by means of initiative proposals may be amended or revoked only by referendum.

ARTICLE XI - Constitution and Bylaw Amendment Procedure

- XI.1 The Constitution may be amended by a two-thirds majority vote of the students voting in a general election.
- XI.2 The Nevada System of Higher Education Board of Regents shall ratify amendments to the Constitution before they become effective.
- XI.3 Any member of the ASCSN may propose an amendment with a petition signed by at least ten percent of the members of the ASCSN at the time of the proposed amendment.
- XI.4 The Senate may propose an amendment after a two-thirds majority vote of the Senate.
- XI.5 The proposed amendment shall be submitted to the ASCSN no later than the next regularly scheduled general election following the filing of the petition.
- XI.6 All proposed amendments shall be made public a minimum of ten days prior to the scheduled general election.
- XI.7 The Senate shall adopt appropriate By-laws for the conduct of its business. Any changes to the By-laws shall require a 2/3 majority vote of the Senate. All proposed changes to the ASCSN By-laws shall be made public for a minimum of ten days prior to any vote held by the ASCSN Senate in a regularly scheduled meeting.

ARTICLE XII - Student Clubs/Organizations

- XII.1 The term "Student Club/Organization" shall apply to all organized student groups. These organized student groups shall satisfy the qualifications established by the Senate and the Nevada System of Higher Education Board of Regents before being recognized by the Senate. Membership in these organized student groups shall be open to all registered students.
- XII.2 The local chapter of any nationally recognized organization shall accept membership according to their established written criteria, so long as those criteria are not impermissibly discriminatory.
- XII.3 Any organized student group must file a petition for approval with the Senate. The Senate shall act upon the petition at the next regularly scheduled meeting. The petition shall be complete and submitted at least five working days prior to the meeting. Organized Student groups not approved by the Senate will receive written reasons for disapproval within four business days of the Senate vote.
- XII.4 The Senate may revoke approval of any organized student group, which fails to maintain the qualification set forth in the Constitutions and By-laws of the Senate. The Senate will not revoke approval of any organized student group, as long as no impermissible discriminatory criteria are used by the group.

- XII.5 Organized student groups receiving approval of the Senate shall ensure that registered students at each campuses and extension center are made aware of the requirements for gaining membership.
- XII.6 The Senate may extend approval to temporary groups or committees, as it deems necessary provided they comply with ASCSN Constitution and By-Laws during their existence.

ARTICLE XIII - Impeachment and Removal from Office

- XIII.1 All members of the Senate shall be subject to impeachment and removal from office by the Senate for proven grounds of malfeasance, misfeasance, or nonfeasance.
- XIII.2 Charges may be brought against any member of the Senate by any other member of the Senate. After hearing the allegations, the Senate shall refer the matter to the Grievance Committee and Judicial Board for review and recommendations.
- XIII.3 Officers bring impeached shall have the opportunity to respond to such charges in person or in writing and shall be accorded all due process rights provided for in the Code of the Board of Regents of the Nevada System of Higher Education.
- XIII.4 Recommendation of impeachment by the Grievance Committee and Judicial Board shall be sustained by a two-thirds vote of the Senate. Impeached officers shall be removed from office immediately upon the acceptance vote by the Senate and barred from holding any further ASCSN Senate office indefinitely.

ARTICLE XIV - Enabling Clause

- XIV.1 Enactment of the Constitution of the Associated Students of the College of Southern Nevada requires Senate approval by a two-thirds majority and ratification by the Nevada System of Higher Education Board of Regents.
- XIV.2 This Constitution supersedes and amends all other Constitutions and By-laws of ASCSN.
- XIV.3 The Constitution shall become effective immediately upon approval by the Nevada System of Higher Education Board of Regents.

(B/R 10/07 – whole chapter)