



The Consolidated Students of the University of Nevada, Las Vegas

CODE OF CONDUCT

Approved by Senate: 04/10/2023

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SECTION 01: PURPOSE

- A. The purpose of the University of Nevada Las Vegas Consolidated Students of the University of Nevada (“UNLV CSUN”; “CSUN”) Code of Conduct (“this Code”; “the Code”) is to denote mandatory expectations and standards for elected and/or appointed officials who may participate in the CSUN governance process.
- B. This Code is to be followed in addition to the UNLV Student Code of Conduct and specifies issues that directly affect the elected and/or appointed officials of CSUN.
- C. The spirit of the Code is to provide a framework of ethical conduct that furthers the integrity of CSUN and CSUN officials while allowing elected and/or appointed officials to continue with their regularly assigned duties.

SECTION 02: SCOPE

- A. The Code will be applicable to any currently elected and/or appointed CSUN officials (“the official”; “the officials”) regardless of compensation or lack thereof, including any recruited voluntary CSUN Members unless explicitly stated otherwise in this Code.
- B. The Code is constitutionally mandated and is therefore independent of any bylaw or set of bylaws adopted by CSUN.

SECTION 03: REVISION

- A. Revision of this Code shall require passage in the Executive Board or Internal Affairs Committee by the appropriate vote, prior to passage by the Senate, with a majority vote.
- B. This Code may only be revised through legislation.

SECTION 04: CONDUCT TRAINING

- A. Training: all elected and/or appointed CSUN officials, within ninety (90) days of their confirmation, shall attend:
 - 1. New Official Orientation
 - i. This training shall cover conflict management material.
 - ii. This material must be constructed by CSUN professional staff.
 - 2. Sexual Harassment Training (Online Module Test)
 - 3. Diversity and Inclusion Competency Training
 - 4. Nevada Open Meeting Law Training
 - i. Within fifteen (15) working days of completion of the Nevada Open Meeting Law Training, all elected and/or appointed CSUN Officials are required to take a proficiency exam.
 - ii. Individuals that fail to receive a score of at least 80% shall be retrained at the discretion of the Attorney General and Faculty advisor.

- iii. The proficiency exam shall be prepared by the Office of the Attorney General and approved by the Faculty Advisor.
- iv. The proficiency exam shall not consist of more than twenty or less than ten questions.
- v. It is up to the discretion of the Attorney General and Faculty Advisor to decide the format of the exam.
- vi. In the case of a vacancy in the Office of the Attorney General, this duty shall fall to the Senate President Pro Tempore.
- vii. The material covered in this training exam may vary for the different branches of CSUN.
 - 1. The material must include a section on Public Records compliance.

5. Robert's Rules of Order Training

- i. Within fifteen (15) working days of completion of the Robert's Rules of Order Training, all elected and/or appointed CSUN officials are required to take a proficiency exam as it pertains to the performance of their work.
- ii. Individuals that fail to receive a score of at least 80% shall be retrained at the discretion of the Attorney General and Faculty advisor.
- iii. The proficiency exam shall be prepared by the Office of the Attorney General and approved by the Faculty Advisor.
- iv. The proficiency exam shall not consist of more than twenty or less than ten questions.
- v. It is up to the discretion of the Attorney General and Faculty Advisor to decide the format of the exam.
- vi. In the case of a vacancy in the Office of the Attorney General, this duty shall fall to the Senate President Pro Tempore.
- vii. The material covered in this training and exam may vary for the different branches of CSUN.

B. Retraining

- 1. Elected and/or appointed officials of CSUN will be required to repeat the Diversity and Inclusion Competency Training during

their fifth (5th) semester of service, not including summer semesters.

2. New Official Orientation training need not be repeated by elected and/or appointed CSUN officials, unless:
 - i. There was a break or lapse in time of serving as a CSUN official.
 - ii. The CSUN official did not serve in their capacity in a consecutive fashion.
3. Elected and/or appointed officials of CSUN will be required to repeat the Nevada Open Meeting Law and Robert's Rules of Order training during their third (3rd) semester of service, not including summer semesters.
 - i. Officials must repeat the aforementioned training if there was a lapse in time in their service or if they did not serve in their capacity in a consecutive fashion.
4. The Faculty Advisor may deem that New Official Orientation should be repeated, on a case by cases basis.
 - i. If an elected and/or appointed official can prove they have completed Diversity and Inclusion Competency training in six (6) months prior to the beginning of their fifth (5th) semester of service, then at the discretion of the Faculty Advisor, proof of training may be sufficient to fulfill the requirement.

C. Grandfather

1. All elected and/or appointed officials serving at the time of adoption of a new, amended, or altered Code will be required to attend the four aforementioned trainings in the upcoming semester after the Code is adopted. This does not include summer terms.
2. All elected and/or appointed officials serving at the time of adoption of a new, amended, or altered Code will have the option to attend New Official Orientation during the semester after the Code is adopted, not including summer semesters. For these officials, the New Official Orientation will not be mandatory, unless deemed otherwise by the Faculty Advisor.

D. Responsibility

1. It is each elected and/or appointed official's responsibility to ensure that:
 - i. Training and/or retraining is attended in a timely manner.

- ii. Proof of training is provided to the Faculty Advisor in a timely manner.
- 2. It is the Faculty Advisor's responsibility to ensure that:
 - i. Appropriate training is scheduled and advertised on a regular basis.
 - ii. Training attendance is tracked for each official and a copy of proof of training is kept in each CSUN official's file.
 - iii. A New Official Orientation is developed and presented as necessary to all newly elected and/or appointed officials of CSUN.
 - iv. The elected and/or appointed officials of CSUN are notified of the training schedule within fourteen (14) days of Senate confirmation or appointment.
- 3. Non-compliance
 - i. Any elected and/or appointed official not in compliance with the mandatory trainings after ninety (90) days can be referred to the Internal Affairs Committee, may face impeachment and/or removal from office, or other ramifications deemed appropriate by the Faculty Advisor or Internal Affairs Committee.
 - ii. If training is not available within ninety (90) days of election and/or appointment, the Faculty Advisor can grant a brief extension on an individual basis to allow a newly created and/or appointed official the necessary time to complete the training requirements.
- 4. Voluntary CSUN Members who have not affirmed the *Oath of Office* shall not be required to adhere to this section of the Code.

SECTION 05: CONDUCT

A. General Conduct

1. Professionalism

- i. Elected and/or appointed officials and voluntary members of CSUN are representatives of the University and of CSUN and should conduct themselves accordingly, whether they are acting in their official capacity or not.
- ii. All elected and/or appointed officials and voluntary members of CSUN shall conduct themselves with a high level of personal responsibility at all times.

- iii. All elected and/or appointed officials and voluntary members of CSUN shall comply with the UNLV Student Code of Conduct in addition to this Code.
- iv. All elected and/or appointed officials and voluntary members of CSUN shall comply with the UNLV Student Code of Conduct in addition to this Code on all social media platforms, internet communications, and conduct on and off campus.

2. Attendance

- i. All elected and/or appointed officials of CSUN shall attend each meeting they are responsible for unless previously excused.
 - 1. For Executive Branch members, attendance requirements are determined by the E-Board.
 - 2. For Directors, attendance requirements are determined by the Vice President
 - 3. For Assistant and Associate Directors, attendance requirements are determined by their Director or the Vice President
 - 4. For Senators, attendance requirements are determined by the Senate President
 - 5. For Judicial Council members, attendance is determined in the Judicial Council Operating Policy (JCOP)

3. Decorum

- i. No elected and/or appointed official or voluntary member of CSUN shall engage in any racist, homophobic, transphobic, ableist, xenophobic, or other discriminatory slurs or epitaphs on or off campus, including but not limited to UNLV or CSUN sponsored events, online, or on any social media or personal platform.
- ii. Elected and/or appointed officials or volunteers shall refrain from harassing fellow CSUN officials, invited guests of CSUN, or students, staff, or community officials. This includes but is not limited to swearing, cursing, heckling, jeering, or threatening violence against fellow elected or appointed officials of CSUN.
- iii. Elected and/or appointed officials and volunteer shall not engage in any illegal activities whether on or off campus,

whether or not they are acting in an official CSUN capacity or not.

- iv. All CSUN elected and/or appointed officials and volunteers shall refrain from engaging in defaming, or derogatory comments in regard to CSUN, UNLV, or any appointed and/or elected CSUN officials or volunteer on any social media platform.
- v. No CSUN elected and/or appointed officials shall create, modify, or enforce any portion of any governing document which may abridge the privileges or immunities of any CSUN member and/or official within due process.

4. Alcohol and Drugs

- i. No elected and/or appointed official or voluntary member of CSUN shall attend meetings, events, or any required or voluntary CSUN or UNLV sponsored event under the influence of drugs and/or alcohol including marijuana.
- ii. No elected and/or appointed official or voluntary member of CSUN shall possess any drugs and/or alcohol (including marijuana) while participating in meetings, events, or any required or voluntary CSUN or UNLV sponsored event.
- iii. No elected and/or appointed official or voluntary member of CSUN shall possess any drugs and/or alcohol (including marijuana) in the CSUN offices.

5. Attire

- i. Elected and/or appointed CSUN officials and all voluntary members should dress in appropriate attire for any CSUN sponsored events, as determined by the elected and/or appointed officials in charge of the event.
- ii. Elected and/or appointed officials and all voluntary members of CSUN should dress in business casual attire for Senate meetings.

6. Electronics

- i. All CSUN public officials shall not use electronics for communicating with other CSUN public officials in any way that violates Nevada Open Meeting Law (NOML).

7. Official CSUN [@unlv.edu] Emails:

- i. Elected and/or appointed officials, regardless of intent (or lack thereof), shall not utilize an official CSUN

[@unlv.edu] email address to disseminate false information that may result in or cascade into a Due Process violation.

- ii. No elected and/or appointed official shall use an official CSUN [@unlv.edu] email address in any way that may violate provisions set forth in CSUN's governing documents or any doctrines by which CSUN must abide.

8. Elections

- i. Elected and/or appointed officials are expected to conduct themselves professionally during campaigns, regardless of candidacy for office.
- ii. No elected and/or appointed official shall seek to buy or trade valuable considerations for votes during the CSUN elections process.
- iii. Elected and/or appointed officials, regardless of candidacy, are expected to uphold and abide by the election rules

9. Marketing Hours

- i. Marketing hours are a required part of CSUN service.
- ii. Marketing hours are coordinated by the head of each branch for their respective elected or appointed officials.
- iii. No elected and/or appointed official shall spend marketing hours or time at events engaged in homework or personal conversations on any form of an electronic device. Marketing hours are for engaging with the student body and building relationships with fellow elected and/or appointed officials of CSUN.
- iv. Elected and/or appointed CSUN officials should dress in presentable attire for marketing hours. Presentable attire included jeans, pants, dresses, skirts, or shorts without holes, tears, or patches, a collared shirt, a CSUN polo, a CSUN t-shirt, or a t-shirt promoting UNLV.

10. Access

- i. No elected and/or appointed official or voluntary member of CSUN shall use their access to CSUN supplies for equipment for any purpose other than to conduct official business on behalf of CSUN.

11. Theft

- i. No elected and/or appointed official or voluntary member shall steal from the organization or from another elected and/or appointed official or volunteer of CSUN.
- 12. Bribery
 - i. No elected and/or appointed official of CSUN shall make agreements or deals with any person where money or other valuable considerations are exchanged for a specific vote, endorsement, or appointment.
- 13. Use of Equipment and Space
 - i. No elected and/or appointed official or voluntary member of CSUN shall use CSUN equipment for any purpose other than for CSUN events and activities, unless authorized by the Faculty Advisor.
 - ii. All elected and/or appointed officials of CSUN shall keep their assigned workspace(s) clean.
- 14. Allocation of Funds
 - i. No elected and/or appointed official of CSUN shall use CSUN funding for any purpose other than for approved CSUN events and activities.
- 15. Scholarships and Grants
 - i. No elected and/or appointed official of CSUN shall apply for or accept a scholarship and/or grant provided for by CSUN.
- 16. Conflict of Interest
 - i. For the purpose of this document, a conflict of interest is:
 - 1. A situation wherein the voting official has a current or past romantic relationship with a candidate for office, OR
 - 2. A situation wherein the voting official is personally implicated in or stands to personally benefit from the results of the vote, OR
 - 3. A situation wherein an immediate family official or significant other is personally implicated in or stands to personally benefit from the results of the vote, OR
 - 4. Any other situation wherein the voting official feels they cannot render an impartial decision or vote.
- 17. Votes of Abstention
 - i. No official of CSUN shall approve, disapprove, vote, abstain from voting, or otherwise act upon a matter in

which they have a conflict of interest without disclosing that interest to the public body, if they are elected, or to their immediate supervisor, if they are appointed.

- ii. Such conflicts of interest are:
 - 1. Regarding which they have accepted a gift or loan;
 - 2. In which they have a significant financial interest;
 - 3. In which they would reasonably be affected by the public officer's or employee's commitment in a private capacity to the interests of another person;
 - 4. Regarding which a disclosure is required by NRS 281A.420
- iii. In clear cases where the independence of judgment of a reasonable person in that situation would be materially affected by the disclosed conflict, the official must abstain from voting.

SECTION 06: VIOLATIONS OF CONDUCT

A. Violations

- 1. Violation of this Code of Conduct may induce consequences up to and including impeachment and/or removal from office.
- 2. Violations of section 4 (Conduct Training) come directly from the Faculty Advisor.
 - i. Violations of University mandated conduct training may lead to disciplinary action as specified by the University.
 - ii. In the case of an official or officer's failure to complete CSUN mandated conduct training, the Faculty Advisor will work with the appropriate CSUN entity to remove the specified individual from office or to issue a directive mandating the completion of training.

B. Grievance Process for Senators

1. Impeachment

- i. Any Senator may, on the grounds of malfeasance, misfeasance, or nonfeasance, bring impeachment charges against a Senator to the Senate.
- ii. The procedure for handling impeachment shall be provided for in the CSUN Bylaws.
- iii. The Faculty Advisor may serve as an advisor in this process.

1. However, no advice, by the Faculty Advisor or any other CSUN entity, shall impinge on the rights of the Senate to conduct impeachment proceedings or on the rights of any Senator to bring forth charges.
 2. Reduction of Stipend
 - i. In the cases of nonfeasance, the Senate President may bring to the Senate, via the Internal Affairs committee, a directive to reduce the stipend of a Senator.
 - ii. The procedure for such proceedings shall be outlined in the CSUN Bylaws in compliance with Article VI of the CSUN Constitution
 3. Dismissal
 - i. All Senators shall be subject to dismissal if they are to accrue three unexcused absences in any six-month period within a session shall be dismissed from the Senate
 1. The Senate, by a two-thirds process, may override the dismissal of a Senator.
- C. Grievance Process for the Executive Board
1. Impeachment
 - i. All Executive Board members are subject to impeachment charges on the grounds of misfeasance, nonfeasance, or malfeasance.
 - ii. Charges must be brought by a Senator and will be considered by the Senate as outlined in the CSUN Bylaws.
 2. Reduction of Stipend
 - i. All Executive Board members are subject to a reduction of their stipend in cases of nonfeasance.
 - ii. Such a reduction shall be handled by the CSUN Senate as outlined in the Bylaws.
 1. The President may not veto any directive mandating the reduction of an officer's stipend.
- D. Grievance Process for Appointed Officials
1. Justices
 - i. Impeachment
 1. Judicial Officers shall be subject to impeachment on the grounds of malfeasance, nonfeasance, or misfeasance.

2. Only Senators may bring impeachment charges against Judicial Officers.
3. Such charges shall be heard by the Senate in compliance with the Bylaws.
- ii. Reduction of Stipend
 1. All Justices are subject to a reduction of their stipend in cases of nonfeasance.
 2. Such a reduction shall be handled by the CSUN Senate as outlined in the Bylaws.
2. Interns and Clerks
 - i. Intern and Clerks shall be subject to dismissal or otherwise disciplinary action according to the rules of their program, as adopted in the CSUN Bylaws or other applicable provisions.
3. Executive Directors
 - i. Dismissal
 1. Directors shall be subject to dismissal by the CSUN Executive Board.
 2. The Executive Board may dismiss directors by a $\frac{2}{3}$ vote as outlined in the CSUN Constitution.
 - ii. Reduction of Stipend
 1. The presiding officer for each director may, on the grounds of nonfeasance, submit for the reduction of that individual's stipend to the Senate as outlined in the CSUN Bylaws.
4. Other Appointed Officials
 - i. Dismissal
 1. All appointed officials, other than directors or those dismissal processes outlined in the Constitution, shall be subject to dismissal by the Senate.
 2. The Senate may dismiss appointed officials by a $\frac{2}{3}$ vote.
 - ii. Reduction of Stipend
 1. The presiding officer for each appointed official may, on the grounds of nonfeasance, submit for the reduction of that individual's stipend to the Senate as outlined in the CSUN Bylaws.
5. Due Process and Compliance

- i. No provision of this code shall be construed to violate or contradict any provision of the CSUN Bylaws or CSUN Constitution.
- ii. Additionally, consequences dictated by this code, where applicable, must respect an individual's right to due process.
- iii. The Code adopts the following Judicial Interpretation of due process rights as outlined in *Elias Benjelloun, Kanani Espinoza, and Vladislav Zhinthy v. CSUN Elections Board (2014)*:
 - 1. *The right to notice and hearing– to have a reasonable opportunity to know the rules and consequences for breaking them in advance and;*
 - 2. *That the rules must be fair and reasonable in content and application– the rules should not be so vague to permit an opportunity to administer them in an unjust manner and;*
 - 3. *Protection from arbitrary and unreasonable action– the rules should not be so vague as to permit for an abuse of discretion and;*
 - 4. *Guilt or negligence is evidenced in a concrete, explicit fashion— violations of the rules are evidenced by documentation and proof stating the time and nature of the infraction.*