

BYLAWS FOR THE REGULATIONS,  
EXCEPT AS OTHERWISE PROVIDED BY STATUTE OF ITS  
ARTICLES OF INCORPORATION, OF  
THE ASSOCIATED STUDENTS, INCORPORATED  
CALIFORNIA STATE UNIVERSITY FULLERTON

**ARTICLE I**

**MEMBERSHIP**

- Section 1. **MEMBERS** Any person duly registered as a student at California State University, Fullerton (hereafter referred to as CSUF), who has paid the membership fee and has not legally forfeited the right of membership is a member of the student body of the Associated Students, California State University, Fullerton, Incorporated (hereinafter referred to as ASI). All members of the student body shall hold equal voting rights. Subject to other applicable qualifications, all said members are eligible to run for office.
- Section 2. **HONORARY MEMBERS** Any person may be elected to honorary life membership by a majority vote of the ASI Board of Directors in recognition of and appreciation for unselfish service and assistance rendered to ASI. Honorary members are entitled to all ASI privileges exclusive of making motions, voting, and holding office.
- Section 3. **ASSOCIATED MEMBERS** Associated membership may be granted to any person who pays ASI fees. Associated members are entitled to all ASI privileges exclusive of making motions, voting, and holding office.

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**ARTICLE II**

**BYLAWS**

Section 1. **COPIES OF THE BYLAWS** An up-to-date copy of these Bylaws shall be maintained by the Vice Chair who serves as Secretary/Treasurer of the ASI Board of Directors. At the end of every semester, the Governance Committee shall prepare a sufficient number of these Bylaws and The Articles of Incorporation, so that they may be made available upon written request to members of the student body, to the ASI Board of Directors, and any other interested persons.

Section 2. **BYLAWS EFFECTIVE DATE** All Bylaws in this document shall become effective after approval by a majority of the ASI Board of Directors and upon the signature of the ASI President.

Clause 1. Changes to Article VIII through Article XIII of these Bylaws must be approved by a majority of the ASI Board of Directors no later than the sixth week of the spring semester in order to take affect the semester they are approved. Following the sixth week, the changes made during the spring semester shall take effect on July 1.

Section 3. **AMENDMENTS** These Bylaws can be amended only by a two-thirds vote of the ASI Board of Directors.

Section 4. **CONSTRUCTION & DEFINITIONS** The general provisions, rules of construction, and definitions contained in the California non-profit Corporation Law will govern the construction of these Bylaws. The ASI Board of Directors will have jurisdiction over questions involving the interpretation of this document.

Clause 1. Calendar days shall be defined as the standard days of the year, twenty-four (24) hours, Monday-Sunday.

Clause 2. Legal days shall be defined as the business hours of the Corporation, 8:00 a.m. to 5:00 p.m., Monday through Friday, with the exception of University-recognized holidays.

Clause 3. Weeks of a semester shall be counted as Monday-Sunday with the first week beginning on the first Monday of instruction. This definition shall be used when using the term "week in the semester" or a similar phrase as mentioned in these Bylaws and ASI Policy Statements.

Clause 4. Quorum for the ASI Board of Directors, standing committees, and ad hoc committees is defined as at least 50% plus one (1) voting member. During ASI Board of Directors meetings, the Chair of the ASI Board of Directors shall be counted in the quorum. There must be at least ten current voting Directors in order for the ASI Board of Directors to conduct business.

Clause 5. Officers do not have voting privileges, but oversee specific areas and may provide reports, make proposals, and advise the ASI Board of Directors. The officers serve by virtue of their positions.

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- Clause 6. A “standing committee” is a committee authorized by the ASI’s governing instruments or resolution of the ASI’s Board of Directors. A standing committee provides a periodic overview of the regular ongoing functions for which it was formed and makes periodic reports to the ASI Board of Directors.
- Clause 7. An “ad hoc committee” has all of the authorization and duties of a standing committee except that it is established by the ASI Board of Directors for a particular purpose and shall dissolve upon completion of its assigned purpose or twelve months of its creation, whichever first occurs.
- Clause 8. “Disqualification” is a condition under which a person may not assume, continue in, or run for any elected or appointed ASI position. Disqualification can only be finalized by a two-thirds vote of the ASI Board of Directors.
- Clause 9. “Automatic Disqualification” shall be a disqualification that occurs immediately and without need for action by the ASI Board of Directors.
- Clause 10. “Removal from the ballot” shall be a state under which a potential candidate for elected ASI office may not appear on a printed ballot. Such a candidate is not prevented from running for ASI office as a write-in candidate.
- Clause 11. A “write-in candidate” shall be defined as any person who runs for office within ASI and does not have his or her name pre-printed on the ballot. Write-in candidates shall have the same rights and responsibilities as all other candidates except that they are exempt from Article VIII, Section 2, Clauses 1-3 of these Bylaws.

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**ARTICLE III**

**PARLIAMENTARY PROCEDURE**

Section 1. **PARLIAMENTARY PROCEDURE** The parliamentary authority for this organization shall be *Robert's Rules of Order, Newly Revised*.

Section 2. **ROLL CALL VOTE** The Chair of the ASI Board of Directors shall order a roll call vote for all action items on the agenda with the exception of approving the agenda, approving minutes, or parliamentary procedures.

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**ARTICLE IV**

**ASI BOARD OF DIRECTORS**

**Section 1. MEMBERS AND OFFICERS OF THE ASI BOARD OF DIRECTORS**

Clause 1. Voting members of the ASI Board of Directors, each of whom is entitled to vote (hereinafter referred to as Directors) should consist of:

- a. two Directors from the College of the Arts,
- b. two Directors from the Mihaylo College of Business and Economics,
- c. two Directors from the College of Communications,
- d. two Directors for the College of Education,
- e. two Directors from the College of Engineering and Computer Science,
- f. two Directors from the College of Health and Human Development,
- g. two Directors from the College of Humanities and Social Sciences,
- h. two Directors from the College of Natural Sciences and Mathematics,
- i. one Director selected by the Academic Senate, and
- j. one Director selected by the President of the University.

Clause 2. Officers (who have no vote) to the ASI Board of Directors shall consist of:

- a. the ASI President,
- b. the ASI Executive Vice President,
- c. the ASI Vice President of Finance,
- d. the ASI Chief Administrative Officer,
- e. the ASI Chief Governmental Officer,
- f. the ASI Chief Communications Officer, and
- g. the ASI Executive Director.

**Section 2. POWERS** Subject to limitations imposed by law or the Articles of Incorporation, oversight of the business and affairs of the Corporation shall be controlled by the ASI President and the ASI Board of Directors, and all corporate powers shall be exercised jointly by them.

Clause 1. The ASI President and the ASI Board of Directors shall jointly determine the financial assets of the ASI.

Clause 2. The ASI Board of Directors may amend Bylaws only by two-thirds of voting members.

Clause 3. The ASI Board of Directors shall adopt by a majority vote such policies as it deems necessary for procedural and administrative purposes.

- a. ASI Policy Statements shall be consistent with the ASI Articles of Incorporation and Bylaws.
- b. The year of last revision shall be stated on each of the ASI Policy Statements.
- c. The ASI Board of Directors may amend ASI Policy Statements by a majority vote.

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Clause 4. Committees

- a. The ASI Board of Directors (hereinafter referred to as “the Board”) shall establish such committees as it deems necessary to study and make recommendations on proposals referred to them.
  - (1) The ASI Board of Directors shall determine by a majority vote the size and composition of all special or ad hoc committees.
- b. The ASI President or designee, ASI Executive Vice President or designee, the Chair of the Board or designee, and ASI Executive Director or designee shall serve as ex-officio members on all ASI special, ad hoc, and standing committees, except the Audit Committee.
- c. All standing committees should be made up of members of the Board, *unless specified*, and each committee should include no more than one Board member from each college.
- d. All ASI Committees shall be composed of at least a majority of students. The chairs of ASI committees must be students. The chair and ex-officio members shall not be counted when determining if a committee is composed of at least a majority of students.
- e. Standing committees shall include the Audit Committee, Children’s Center Advisory Committee, Finance Committee, and Governance Committee.
  - (1) The Audit Committee shall be composed of four (4) members of the board, one (1) member of the ASI Finance Committee, and one (1) voting member of the Titan Student Centers Governing Board. The previously stated members must be students. Other voting members of the committee shall include two (2) members from the campus community. All members must be approved by the Board with a majority vote. No members may be staff or unpaid volunteers in operational positions of the organization (ASI). Additionally, no members from an organization that has financial interest in the ASI may serve on the committee. The Board shall appoint one of the four (4) members of the Board to serve as chair of the committee.
    - (i) The Audit Committee has five (5) areas of responsibilities: (1) to make recommendations to the Board regarding the selection and retention of the independent auditor (including compensation), (2) to confer with the auditor to determine that the financial affairs of the Associated Students, CSUF, Inc. (ASI) are in order, (3) to review and determine whether or not to accept the audit, (4) to ensure that any non-audit services performed by the auditing firm conform to standards of auditor independence, (5) and to approve the performance on non-audit services by the auditing firm.
    - (ii) At the entrance conference prior to the start of the annual audit, the committee will review the intent and scope of the audit to include: quality of compliance controls, external reporting requirements, materiality, and risk characteristics. During the audit, the Audit Committee, along with management and the independent auditor will review the policies and procedures of the ASI in order to reasonable ensure the adequacy of internal controls over administration, accounting compliance with all

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governing laws and regulations, and financial reporting. At the conclusion of the audit, the Audit Committee will meet with the independent auditor, without the presence of management, to review the financial results of the audit prior to its publication and release to the general public.

- (iii) The Chair of the Audit Committee will prepare a report for the Board that will include, but not be limited to the following: present the opinion of the independent auditor as to the quality of the ASI financial land accounting processes and any recommendations that the independent auditor may have, indicate how any issued described in the management letter are immediately addressed by ASI management, detail discussions with management on the status implementation of prior year recommendations and corrective plans, if any, evaluate the cooperation received by the independent auditor during its audit, including access to requested information and records, receive comments from management concerning the responsiveness of the auditor to the needs of the operation of the ASI, and report on the discharge of the committee's responsibilities.
- (2) The purpose of the Children's Center Advisory Committee (hereinafter referred to as the "CC") is to provide a forum at which all constituents of the CC may discuss issues relating to the operation of the program. The CC shall be composed of the following: one (1) current student-parent who utilizes the CC, one (1) current faculty/staff parent who utilizes the CC, one (1) University President's Appointee, one (1) Academic Senate Appointee, and three (3) members of the Board. The Board shall appoint one of the three (3) members of the Board to serve as chair of the committee.
- (i) The CC reviews and makes recommendations to the Board, the Children's Center Director, and the Children's Center Parent Advisory Council regarding the following: the Children's Center budget, the results of parent surveys, program quality assessments, Children's Center strategic and operating plans, collaboration with other CSUF entities and with community entities, management issues brought by the Children's Center Director for discussion and input, agenda items brought by members, and, in addition, the CC may make recommendations to the University President regarding childcare issues pertaining to faculty and staff as appropriate.
- (3) The Finance Committee shall hold hearings on all proposed accounts and shall refer its budget recommendations to the Board. The Board shall act on the Finance Committee's recommendations and send them to the University President for approval. The Finance Committee shall be composed of four (4) members of the Board and the Vice Chair of the Board/Treasurer. The Vice Chair of the Board/Treasurer shall chair the Finance Committee. (The preceding paragraph shall be in effect after June 1, 2017).

The Finance Committee shall hold hearings on all proposed accounts and shall refer its budget recommendations to the Board. The Board shall act on the Finance Committee's recommendations and send them to the University President for approval. The Finance Committee shall be composed of four (4) members of the Board and the Vice President of Finance/Treasurer. The Vice President of Finance/Treasurer shall chair the Finance Committee. [The preceding paragraph shall be in effect from June 1, 2016 – May 31, 2017, after which this paragraph will

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sunset and be replaced by the paragraph above (Article IV, Section 2, Clause 4,e,3)].

- (4) The Governance Committee shall make recommendations concerning policy, bylaws, and the articles of incorporation to the Board. The Governance Committee shall be composed of five (5) members of the Board. The Vice Chair of the Board/Secretary shall chair the Governance Committee.

Clause 5. Appointments

- a. The ASI Board of Directors shall confirm by a majority vote all presidential appointments to positions that receive financial awards, scholarships, or any other material compensation for service.
- b. The Vice President of Finance, Chief Administrative Officer, Chief Governmental Officer, and Chief Communications Officer shall be confirmed by a majority vote of the ASI Board of Directors and shall be known as the Executive Officers.
- c. The ASI Board of Directors may remove presidential appointments by a two-thirds vote with the exception of the members of the Executive Officers.
- d. The ASI Board of Directors may override with a two-thirds vote any decision of the ASI President to remove and/or replace any presidential appointment with the exception of members of the Executive Officers.

Clause 6. The ASI Board of Directors may authorize any officer, agent, or director to enter into any contract or execute any instrument in the name of and on behalf of the Corporation. Such authority is confined to a specific instance; and unless so authorized by the ASI Board of Directors, no officer, agent, director, or employee will have any power or authority to bind the Corporation by contract or engagement, or to pledge its credit, or to render it liable for any purpose of any amount.

- a. The maximum amount of a contract shall be determined by the ASI Board of Directors. No contract shall extend beyond the current fiscal year.
- b. The ASI Executive Director, as an agent of the ASI Board of Directors, is authorized to execute contracts on behalf of the ASI Board of Directors when contracts are consistent with the budgeted programs or when non-budgeted contracts provide personal benefits to ASI members at no cost to the ASI Board of Directors.
- c. The ASI Board of Directors may establish an ad hoc committee to act on behalf of the ASI Board of Directors in making contracts for up to \$10,000 when the ASI Board of Directors is unable to establish quorum. The ad hoc committee shall consist of the ASI President, the Vice President of Finance, five Directors, and the ASI Executive Director.

Clause 7. The Board may override any presidential veto by a two-thirds vote within fourteen (14) legal days of the veto.



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Section 3. **TERM OF OFFICE** Directors shall serve a one-year term. Directors elected to fill a vacancy shall serve the remainder of the original term.

Clause 1. A full-year term following the general election shall commence on June 1 and end on the following May 31.

Section 4. **VACANCIES -- DIRECTORS**

Clause 1. A vacancy on the ASI Board of Directors exists in the case of death, resignation, removal of a Director, or in the event of a failure to elect the fully authorized number of Directors.

Clause 2. Vacancies reduce quorum.

Clause 3. In the event of a vacancy in which ASI Policy Statement #109 cannot be followed, the Governance Committee shall appoint a Director subject to a majority vote approval by the ASI Board of Directors. The following students are eligible for appointment:

- a. students declared in the academic college in which the vacancy exists,
- b. undeclared students,
- c. students with multiple majors as long as one of the majors is in the academic college where the vacancy exists, and
- d. students with multiple minors as long as one of the minors is in the academic college where the vacancy exists.

Clause 4. In addition to the Clause 3a through 3d, a Director appointed to the College of Education may also qualify by meeting the requirements in Article XI, Section 2, Clause 4 of these Bylaws.

Clause 5. Directors appointed per Article IV, Section 4 of these Bylaws or ASI Policy Statement #109 shall serve until May 31.

Section 5. **ATTENDANCE POLICY**

Clause 1. Attendance shall be defined as being present prior to the announcement of unfinished business and remaining until the scheduled ending time for the meeting.

Clause 2. Excused absences for due cause

a. Due cause shall be defined as:

- (1) absences due to participation in an official University-recognized program at which the member's attendance is required (limited to two (2) excused absences per semester);

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- (2) absences due to illness of a Director or a member of his or her immediate family who requires the Director's care or for bereavement of a Director's immediate family member;
  - (3) absences due to requirements of official ASI business; or
  - (4) absences due to individual circumstances; due cause and excusableness are to be determined by the ASI Board of Directors on a case-by-case basis.
- b. Absence due to scheduled classes are not excused absences.
  - c. For an absence to be excused, the Chair must be notified prior to the meeting unless the Director is physically unable to do so.
  - d. Excusal for an absence with due cause may only be granted by a majority vote of the ASI Board of Directors.
- Clause 3. Intercession, fall break, spring break, legal holidays, and the last week of instruction shall not be used in computing attendance.
- a. Two (2) unexcused absences during the summer meetings shall be computed as one (1) unexcused absence toward the attendance record.
- Clause 4. Absent members shall not have voting privileges nor shall they be counted in quorum.
- Clause 5. Attendance policy for standing committee meetings
- a. If a member's attendance at one standing committee meeting impedes his or her ability to attend another standing committee meeting, then that member will be excused from the meeting he or she was unable to attend.
  - b. It is a member's responsibility to request an excused absence from each standing committee meeting that he or she is unable to attend.
  - c. A member may only be counted as absent from a standing committee meeting if that meeting was held during the regular meeting time as stated in Article IV, Section 8, Clause 2, a, (2) of these Bylaws or at a time previously agreed to by that member.
  - d. A member may only be counted as absent from a standing committee if that member was properly notified of the time and venue of the meeting. "Properly notified" being defined as at least twenty-four (24) hours notice.

**Section 6. REMOVAL**

- Clause 1. Removal for failure to meet academic qualifications
- a. A Director shall be removed from office if at any time during his or her tenure in office he or she fails to meet the academic qualifications as set forth in Article XI of these Bylaws or in current directive(s) from the chancellor's office.

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Clause 2. Removal for failure to meet attendance requirements

- a. Directors are charged with the specific trust of representing their student constituency. Failure to attend regularly scheduled ASI Board of Directors meetings and/or meetings of the committee or council in which they are assigned without showing due cause shall be considered a violation of that trust and grounds for removal from office. The Chair of the ASI Board of Directors shall be responsible for initiating the removal process.
- b. A Director shall be removed if he or she misses any of the following in one semester without due cause (as defined in Article IV, Section 5, Clause 2):
  - (1) two consecutive ASI Board of Directors meetings,
  - (2) two consecutive meetings of the standing committee to which they are assigned,
  - (3) two consecutive meetings of the council to which they are assigned,
  - (4) three ASI Board of Directors meetings, or
  - (5) a total of three meetings of the committees or councils to which they are assigned.

Clause 3. Appeals

- a. A Director can appeal his or her removal by the next regularly scheduled ASI Board of Directors meeting immediately following the Director's removal. Appeals must be submitted in writing. Reinstatement requires a two-thirds vote of the ASI Board of Directors.

Section 7. **RESIGNATION** In the event a Director should resign, written notice of his or her resignation should be submitted to the Chair.

Section 8. **MEETINGS** (pursuant to Education Code Sections 89305 to 89307.4)

Clause 1. The ASI Board of Directors and all of its committees, the Titan Student Union Governing Board and all of its committees, and all funding councils shall conduct their business in duly noticed public meetings and are required to comply with all provisions of the Gloria Romero Open Meetings Act (Education Code Sections 89305 to 89307.4) as outlined in these Bylaws. Any person may attend any of these meetings except as otherwise outlined in section 89305.1(b)(1)(B)(i)-(iv) of the California State Education Code.

Clause 2. Regular Meetings

- a. Schedule
  - (1) The ASI Board of Directors shall hold regular meetings throughout the academic year beginning with the first week of instruction. The meetings will be held every Tuesday from 1:15 P.M. to approximately 3:45 P.M. The ASI

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Board of Directors will hold summer meetings; the times and dates shall be decided upon by the majority of the ASI Board of Directors.

- (2) Standing committees shall hold regular meetings throughout the academic year. The regular meetings of the Finance and Governance Committees will be held on Thursdays between 1:15 P.M. and 3:45 P.M. The Audit Committee shall convene at least two times annually. The Children's Center Committee shall convene at least four times annually.
- (3) All funding councils shall establish annually a schedule for regular meetings at their first meeting of the academic year and post notice and agenda for such regular meetings as required hereinafter.
- (4) The time and location of all regular meetings shall be re-established annually at the first meeting of the academic year (pursuant to Education Code Section 89305.5).

b. Written Notice /Agenda

- (1) Written notice of every regular meeting shall be given at least seventy-two (72) hours prior to the date set for the meeting. The written notice shall consist of the agenda for the meeting. The agenda shall contain brief descriptions (twenty (20) words or less) of each item of business to be acted upon or discussed at the meeting including items to be discussed in closed session (if any). The agenda shall also specify the date, time, and location of the meeting and provide opportunity for members of the public to directly address the items on the agenda during Public Speaking Time.
  - (a) Such written notice shall be mailed to any individual or medium that has filed a written request for notice. Any request for notice filed pursuant to this section shall be valid for one year from the date on which it is filed unless a renewal request is filed. Copies of the agenda shall also be available from the ASI Executive Assistant to any person requesting the same in person.
  - (b) During the academic year, written notice to a student Director of the ASI Board of Directors shall consist of placing the agenda in each Director's mailbox in TSU-270. This action shall be the responsibility of the Vice Chair, and it is the responsibility of each Director to check his or her mailbox daily.
  - (c) During the academic year, ex-officio student members shall have agendas placed in their mailboxes in TSU-207. This action is the responsibility of the Executive Offices clerical staff.
  - (d) During the academic year, non-student members of the ASI Board of Directors shall have their agendas delivered in one of the following ways: by email, through campus mail, placed in their mailboxes, or hand-delivered to their offices. This action is the responsibility of the Executive Offices clerical staff.

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(2) Public notice of regular meetings shall consist of the meeting agenda being posted conspicuously in the ASI Executive Offices and in locations that are freely accessible to members of the public (pursuant to Education Code Section 89305.5).

c. Action/Discussion on Items Not Appearing on the Posted Agenda

No action or discussion shall be taken on any item not appearing on the posted agenda except in response to public testimony or under emergency condition as provided in Education Code Section 89305.5(c). Please also refer to ASI Policy Statement #116 for more information.

d. Public Comment

Every agenda shall provide an opportunity for members of the public to directly address the ASI Board of Directors, committee, or funding council on any item affecting higher education. This is subject to each entity's reasonable regulations on time, security, and order. Please refer to ASI Policy Statement #111 for more information.

(1) The Chair may enforce a fifteen (15) minute maximum time limit on the public speakers section of the agenda unless the ASI Board of Directors waives this limit by majority vote.

Clause 3. Special Meetings

a. Special meetings of the ASI Board of Directors may be called by the Chair or by a majority of the members of the ASI Board of Directors.

b. Special meetings of a standing committee may be called by the Chair of the committee or by a majority of the members of the committee.

c. Notice

A special meeting may be called by providing written notice at least twenty-four (24) hours prior to the meeting. Notice must be delivered personally or by mail to each member of the ASI Board of Directors or standing committee, whichever is calling the meeting. Notice must also be delivered personally or by mail to any medium or party directly affected by the meeting and to any individual or medium that has requested notice in writing.

(1) Such notice shall specify the time and place of the special meeting and a brief description (twenty (20) words or less) of each item of business to be transacted.

(2) No other business shall be considered at these meetings.

(3) A written notice is not required for any member who provides the ASI Executive Assistant with a waiver of written notice prior to the time the meeting convenes.

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d. Emergency Meetings

In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the ASI Board of Directors may hold an emergency meeting without complying with the twenty-four (24) hour notice requirement and/or the twenty-four (24) hour posting requirement of this section so long as the ASI Board of Directors provides a minimum of one-hour notification by telephone (if telephone services are functional) to the public media and complies with Education Code Sections 89306.5(c) and (d). Please also refer to ASI Policy Statement #116 for additional information.

Clause 4. Quorum and Voting Privileges

- a. A quorum shall be present at all regular and special meetings for the official transaction of business.
- b. A quorum shall consist of a majority of the Directors.
- c. In order to be counted in quorum and vote, a Director must be present from the time a motion is seconded to the calling of the question on that motion as well as meet attendance requirements for that meeting.

Clause 5. Closed Meetings

- a. The ASI Board of Directors, committee, or funding council may hold a closed meeting from which the public is excluded only if it has provided sufficient notice of such meeting and only to consider:
  - (1) negotiations relative to real property, or
  - (2) certain litigation pursuant to advice of legal counsel, or
  - (3) certain employment matters, or
  - (4) collective bargaining, or
  - (5) certain matters relating to a particular employee (unless the employee requests a public hearing), or
  - (6) to confer with law enforcement officials, or
  - (7) such other matters as specifically enumerated in Education Code Section 89307.
- b. For the purposes of the above section, "employee" shall not include any person elected or appointed to office.
- c. Prior to holding any closed meeting, the ASI Board of Directors, committee, or funding council shall disclose on its posted agenda and in an open, public, regular meeting the item(s) to be discussed in the closed meeting. No other items shall be considered in the closed meeting.

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- d. Immediately after any closed meeting, the ASI Board of Directors, committee, or funding council shall reconvene into a public regular meeting prior to adjournment and make disclosure of what actions, if any, were taken in the closed meeting.

**Section 9. ACTION**

- Clause 1. The ASI Board of Directors, committees, and funding councils shall not take action on any item unless notice and agenda of the meeting where the item will be discussed and acted upon has been legally provided for under the Education Code and all other appropriate law or unless an emergency situation exists. Please also refer to ASI Policy Statement #116 for more information.
- Clause 2. Any action taken by the ASI Board of Directors excluding internal committee appointments and election of the Chair and Vice Chair of the ASI Board of Directors must be submitted to the ASI President for approval. Action becomes effective upon the signature of the ASI President or within nine (9) legal days if not vetoed in writing. The ASI Board of Directors may override any presidential veto by a two-thirds vote within fourteen (14) legal days of the ASI Board of Directors' written receipt of a veto.

**Section 10. CHAIR OF THE ASI BOARD OF DIRECTORS**

- Clause 1. Election and term of office
  - a. The ASI Board of Directors shall elect by a majority vote a Director who will serve as Chair.
  - b. This election shall be held at the first meeting in June and the last meeting of the fall semester.
  - c. The Chair elected at the first meeting in June shall serve from that meeting through December 31. The Chair elected at the last meeting of the fall semester shall serve from January 1 through the first meeting in June. The ASI President shall serve as Chair in the absence of the Chair and Vice-Chair.
- Clause 2. The Chair shall appoint each member of the ASI Board of Directors to serve on at least one ASI Standing Committee or act as a liaison to one of the following: ASI Programming Boards (AICA, TTF, ASIP), funded councils (Mesa Cooperativa, the Black Student Union, the Resident Student Association, the Inter Fraternity Council, the National Panhellenic Council, Panhellenic, the Multi Cultural Greek Council), or a funding council (CSICC, SCICC) no later than three (3) legal business days before the first meeting of the fall and spring semesters except the Audit Committee. Members of the ASI Board of Directors to serve on the Audit Committee shall be appointed by the ASI Board of Directors.
- Clause 3. The Chair, working with the Vice Chair and the Director of Leader and Program Development, shall be charged with developing a curriculum to be discussed at Board of Directors retreats, additional board development training, and other internal issues related to the board.
- Clause 4. The Chair shall serve as an ex-officio member of all ASI committees except the Audit Committee.

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- Clause 5. The Chair or a Director designated by the Chair shall serve as representative of the ASI Board of Directors on the Titan Student Centers Governing Board, the Student Athletics Advisory Council and the Academic Senate. The Chair or the Chair's designee shall serve for one year or the duration of the position providing he or she remains a member of the ASI Board of Directors during that period. If the ASI Board of Directors representative is unable to complete his or her term, the Chair shall select a representative to complete the vacated position within ten days after the position is declared vacant.
- Clause 6. The Chair shall be responsible for maintaining and keeping up to date the information in the ASI Board of Director's Handbook.
- Clause 7. Removal of the Chair shall occur by a two-thirds vote of the ASI Board of Directors or in the event that the Chair loses his or her position as Director.
- Clause 8. In the event the Chair should resign, a written notice of his or her resignation shall be submitted to the ASI President and to the ASI Board of Directors.
- Clause 9. In the event of a vacancy in the position of Chair through resignation, removal, recall, ineligibility, or death, the Vice-Chair shall assume the position of the Chair, and a new Vice-Chair shall be elected by the Board of Directors at the following meeting at which the vacancy is announced.

**Section 11. VICE-CHAIR AND SECRETARY/TREASURER OF THE ASI BOARD OF DIRECTORS**

- Clause 1. Election and term of office
  - a. The ASI Board of Directors shall elect by a majority vote a Director who shall serve as Vice-Chair and Secretary/Treasurer for the ASI Board of Directors (hereafter referred to as Vice-Chair).
  - b. This election shall be held at the first meeting in June and the last meeting of the fall semester.
  - c. The Vice-Chair elected at the first meeting in June shall serve from that meeting through December 31. The Vice-Chair elected at the last meeting of the fall semester shall serve from January 1 through the first meeting in June.
- Clause 2. The Vice-Chair shall preside in the absence of the Chair.
- Clause 3. The Vice-Chair shall be responsible for maintaining/organizing the ASI Board of Directors' Office (TSU 270).
- Clause 4. The Vice-Chair shall serve as the Chair of the -Governance Committee.
- Clause 5. The Vice-Chair shall be responsible for monitoring and making sure basic lines of communication are established and functioning among the ASI Board of Directors and its constituents.
- Clause 6. The Vice-Chair shall be responsible for distributing all paperwork pertaining to meetings in a timely fashion to the respective members of the ASI Board of Directors.



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- Clause 7. The Vice Chair shall assist the Chair in developing a curriculum to be discussed at Board of Directors retreats, additional board development training, and other internal issues related to the board.
- Clause 8. The Vice-Chair shall be responsible for helping the ASI Board of Directors Chair maintain and keep up to date the information in the ASI Board of Director's Handbook.
- Clause 9. The Vice-Chair shall be responsible to respond as the custodian of records for the ASI Board of Directors.
- Clause 10. The Vice-Chair shall be responsible for certification of all records of the ASI Board of Directors when requested and to execute documents on behalf of the Board as required for legal documents.
- Clause 11. The Vice-Chair shall be responsible to oversee the distribution of the minutes, agendas, and records for the ASI Board of Directors.
- Clause 12. Removal of the Vice-Chair shall occur by a two-thirds vote of the ASI Board of Directors or in the event that the Vice-Chair loses his or her position as Director.
- Clause 13. In the event the Vice-Chair should resign, a written notice of his or her resignation shall be submitted to the Chair and to the ASI Board of Directors.
- Clause 14. In the event of a vacancy in the position of Vice-Chair through resignation, removal, recall, ineligibility, or death, a new Vice-Chair shall be elected at the meeting at which the vacancy is announced.

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**ARTICLE V**

**EXECUTIVE OFFICERS**

Section 1. **TERM OF OFFICE** Each officer shall serve for a full-year term following the general election which shall commence on June 1 and end on the following May 31.

Section 2. **ASI PRESIDENT**

- Clause 1. The ASI President (hereinafter referred to as President) shall be the Chief Executive Officer and shall act as head of the ASI Government and shall appoint, subject to approval of the majority of the Board of Directors, all Executive Officers identified in Clause 2, Section 2 (c through f) of Article IV.
- Clause 2. The President shall be an ex-officio member of all ASI committees except the Audit Committee.
- Clause 3. The President shall submit a budget proposal to the Finance Committee of the ASI Board of Directors on or before April 5 of each fiscal year.
- Clause 4. In the event the ASI Board of Directors has not elected a Chair or Vice-Chair, the President shall serve as Chair until a majority of said Board has elected a Chair or Vice-Chair. In serving as Chair, the President shall not be eligible to vote.
- Clause 5. The President shall appoint ASI program directors and be directly responsible for their activities.
- Clause 6. The President or Executive Officers designee shall maintain communication with all CSUF auxiliaries.
- Clause 7. The President shall possess the power of veto over all actions of the ASI Board of Directors excluding internal committee appointments and internal elections. Action becomes effective upon the signature of the President or in nine (9) legal days if not vetoed in writing. The ASI Board of Directors may override a veto by a two-thirds vote within fourteen (14) legal days of veto.
- Clause 8. The President shall have the authority to remove any or all executive appointments.
- Clause 9. All official actions of the President shall be written in the form of Executive Orders as outlined in the ASI Policy Statement #102.
- Clause 10. In the event of a vacancy in the office of the President, the vacancy shall be filled by the ASI Executive Vice President who shall appoint a new ASI Executive Vice President subject to approval by a majority vote of the ASI Board of Directors.
- Clause 11. If the President resigns, a written notice of his or her resignation shall be submitted to the ASI Board of Directors and to the ASI Executive Vice President.

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**Section 3. ASI EXECUTIVE VICE PRESIDENT**

- Clause 1. In the event of the absence or disability of the President, the ASI Executive Vice President (hereafter referred to as Executive Vice President) shall perform all duties of the President and shall have all the power of and be subject to all the restrictions of the President.
- Clause 2. The Executive Vice President shall fulfill all duties and responsibilities that are assigned by the President and are consistent with these Bylaws.
- Clause 3. The Executive Vice President shall work with the University, local community, and private industry to generate financial support for ASI programs.
- Clause 4. The Executive Vice President shall serve as an ex-officio member of all ASI committees except the Audit Committee.
- Clause 5. The Executive Vice President shall chair the Scholarship Award Selection Committee.
- Clause 6. If the Executive Vice President resigns, a written notice of the resignation shall be submitted to the President and to the Chair.
- Clause 7. In the event of a vacancy in the office of the Executive Vice President, the President shall appoint an Executive Vice President subject to approval by a majority vote of the ASI Board of Directors.
- Clause 8. The Executive Vice President shall be responsible for ASI programs

**Section 4. EXECUTIVE OFFICER APPOINTMENTS AND VACANCIES**

- Clause 1. The following Executive Officers shall be appointed by the President: Vice President of Finance, Chief Administrative Officer, Chief Governmental Officer, and Chief Communications Officer.
- Clause 2. All appointed Executive Officers shall perform all duties as provided for in the Bylaws and as instructed by the President.
- Clause 3. All appointed Executive Officers have the responsibility to regularly inform the ASI Board of Directors of any and all of their official activities.
- Clause 4. In the event that any appointed Executive Officer should resign, a written notice of his or her resignation shall be submitted to the President and to the ASI Board of Directors.
- Clause 5. In the event of the simultaneous vacancy in the position of President and Executive Vice President, the Vice President of Finance shall automatically assume the office of President and appoint an Executive Vice President subject to majority ASI Board of Directors approval.

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**Section 5. VICE PRESIDENT OF FINANCE**

- Clause 1. The Vice President of Finance shall at every regular meeting present to the ASI Board of Directors a detailed report of the financial conditions of the ASI. The report will include budget language implementation, any outstanding debt owed to the ASI, any line-item transfers performed by the Vice President of Finance or the Finance Committee, and the current balance of the Contingency Account.
- Clause 2. The Vice President of Finance shall have the responsibility for implementation of the financial policy of the ASI.
- Clause 3. The Vice President of Finance shall be responsible for reporting the fiscal budget recommendations of the Finance Committee to the ASI Board of Directors on or before April 15 of each fiscal year.
- Clause 4. The Vice Chair of the Board/Treasurer shall assume the duties of the Vice President of Finance after June 1, 2017.

**Section 6. CHIEF ADMINISTRATIVE OFFICER**

- Clause 1. The Chief Administrative Officer shall make recommendations to the President for the approval of appointments to all committees and granted positions.

**Section 7. CHIEF GOVERNMENTAL OFFICER**

- Clause 1. The Chief Governmental Officer shall maintain correspondence with on-campus, statewide, and national colleagues and representatives.

**Section 8. CHIEF COMMUNICATIONS OFFICER**

- Clause 1. The Chief Communications Officer shall maintain monthly correspondence with ASI funded councils and associations.
- Clause 2. The Chief Communications Officer shall be responsible for campus outreach and public relations in conjunction with the University.

**Section 9. PRESIDENT-ELECT**

- Clause 1. The President-elect may present to the ASI Board of Directors by the final meeting of the year the presidential appointments that require ASI Board of Directors confirmation.
- Clause 2. In the event of a vacancy in the position of President-elect, the Executive Vice President-elect shall become President-elect and shall appoint a new Executive Vice President-elect subject to approval by a two-thirds majority vote of the incumbent ASI Board of Directors.
- Clause 3. In the event of a vacancy in the position of the Executive Vice President-elect, the President-elect shall appoint a new Executive Vice President-elect subject to approval by a two-thirds majority vote of the incumbent ASI Board of Directors.

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Section 10. **POWERS**

- Clause 1. The ASI President shall make recommendations to the ASI Board of Directors (Hereinafter referred to as the "Board") on the establishment of ASI commissions. ASI Commissions are charged with leading advocacy, programming, and outreach efforts on behalf of ASI.
- a. All members of ASI Commissions shall be appointed by the President. The ASI President shall also appoint all ASI Commission Leaders with the approval of the Board.
  - b. ASI Commissions shall advocate on behalf of students with prior approval by majority vote of the Board.
  - c. ASI Commissions shall include the: Communications Commission, Community Engagement Commission, Environmental Sustainability Commission, Lobby Corps Commission, Presidential Appointees Commission, Scholarships Commission, Street Team Commission, and University Affairs Commission.
    - (1) The Communications Team focuses on planning and implementing strategies, campaigns and events that communicate information about the ASI to the student body and campus community. The Communications Commission shall be composed of the following: the Chief Communications officer who shall serve as the Communications Commission Leader, one (1) Events Coordinator, one (1) Campus Outreach Coordinator, and one (1) Social Media and Marketing Coordinator.
    - (2) The Community Engagement Commission shall be responsible for enhancing the university's reputation within the community by broadcasting the positive contributions of students, clubs, and organizations on campus, building positive working relationships with community leaders and residents by attending pertinent public and town hall meetings, and working closely with CSUF students, faculty members, clubs, and organizations on campus to promote their philanthropic and commendable contributions to the community. The Community Engagement Commission shall be composed of the following: one (1) Community Engagement Commission Leader and three (3) coordinators.
    - (3) The Environmental Sustainability Commission shall be responsible for raising awareness of environmental and sustainability issues on campus, developing events and programs, advocating for the inclusion of sustainability best practices within the context of ASI's operations and corporate responsibility, and serving as a liaison between interested student groups and ASI. The Environmental Sustainability Commission shall be composed of the following: one (1) Environmental Sustainability Commission Leader, one (1) Waste & Energy Coordinator, one (1) Programming Coordinator, one (1) Promotions Coordinator, and at least three (3) students at large. At least one (1) member of the Board shall serve on the Environmental Sustainability Commission.
    - (4) The Lobby Corps Commission shall be responsible for advocating on behalf of student interest on all levels of governance affecting higher education and other

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public policy issues, planning and implementing programs and events that educate about policy issues and engage students and the campus community in advocacy efforts, and facilitating campaigns on issues of student interests and mobilize support of the CSUF student body, campus community, and beyond. The Lobby Corps Commission shall be composed of the following: the Chief Governmental Officer who shall serve as the Lobby Corps Commission Leader, one (1) Advocacy Coordinator, one (1) Events Coordinator, one (1) Promotions Coordinator, and at least three (3) students at large. At least one (1) member of the Board shall serve on the Lobby Corps Commission.

- (5) The Presidential Appointee Commission is the program that coordinates the appointment, development, and monitoring of students serving on Academic Senate and University-Wide Committees. The Presidential Appointees Commission shall be composed of the following: one (1) Presidential Appointees Commission Leader and all other ASI Presidential Appointees to university wide committees.
- (6) The Scholarships Commission shall be responsible for promoting the ASI Scholarship program, reviewing submitted applications, and awarding students based on their academic and organizational involvements. The Scholarships Commission shall be composed of the following: one (1) Scholarships Commission Leader and at least three (3) students at large.
- (7) The Street Team Commission shall be responsible for providing on-campus student involvement and leadership growth opportunities through weekly meetings and events, while supporting a variety of ASI teams including but not limited to Association for InterCultural Awareness (AICA), ASI Productions, and Titan Tusk Force. The Street Team Commission shall be composed of the following: one (1) Street Team Commission Leader, one (1) Programming Coordinator, and at least three (3) students at large.
- (8) The University Affairs Commission shall be responsible for advocating on behalf of students for campus issues. The University Affairs Commission shall be composed of the following: the Chief Administrative Officer who shall serve as the University Affairs Commission Leader and at least three (3) students at large. At least one (1) member of the Board shall serve on the University Affairs Commission.

**ARTICLE VI**

**ELECTIONS COMMISSIONER**

**Section 1. DUTIES**

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- Clause 1. The Elections Commissioner shall oversee ASI Elections (hereafter referred to as elections).
- Clause 2. The Elections Commissioner shall be accountable for implementing and enforcing all provisions of these Bylaws that pertain to elections.
- Clause 3. The Elections Commissioner shall be charged with the recruitment, oversight, and training of the Elections Assistant, Elections Campaign Coalition, and the Elections Polling Assistants.
- Clause 4. The Elections Commissioner shall organize elections and shall encourage voter participation through legal and acceptable means.
- Clause 5. The Elections Commissioner shall immediately hear all infractions, quarrels, disputes, and disagreements involving campaigns and elections and make a determination that is appealable to the ASI Board of Directors.
- Clause 6. The Elections Commissioner shall maintain an impartial attitude towards elections and election issues.
  - a. The Elections Commissioner shall not campaign in any election nor publicly support any candidate or cause in any election they are overseeing.
  - b. The Elections Commissioner shall not hold an office within ASI during their term. The Elections Commissioner shall sign an ASI Conflict of Interest Agreement.
  - c. The Elections Commissioner is prohibited from privately discussing elections and election issues except with the ASI Executive Director and the Elections Advisor.
- Clause 7. If any interpretation or question of the Bylaws is required, the Elections Commissioner shall consult the ASI Executive Director first.
- Clause 8. The Elections Commissioner shall conduct all business related to the election process in compliance with University policies and State and Federal laws.
- Clause 9. The Elections Commissioner shall issue a report to the ASI Board of Directors no later than Tuesday of the 15<sup>th</sup> week of the spring semester summarizing the election(s) and making any recommendations for next year.
- Clause 10. The Elections Commissioner shall submit a budget request for the next fiscal year to the Vice President of Finance in compliance with the established budget process and deadlines.

**Section 2. APPOINTMENT**

- Clause 1. The Elections Commissioner shall be appointed by the President and confirmed by a majority vote of the ASI Board of Directors.
- Clause 2. The Elections Commissioner must be approved within three weeks after the end of the Spring Recess for the term of office beginning June 1 and ending May 31.

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Clause 3. The Elections Commissioner may be removed for cause by a two-thirds vote of the ASI Board of Directors.

Clause 4. In the event of a vacancy in the position of the Elections Commissioner, the President shall appoint a new Elections Commissioner confirmed by a majority vote of the ASI Board of Directors.

Section 3. **COMPLAINTS** against the Elections Commissioner, Elections Assistant, Elections Campaign Coalition, Elections Polling Staff, or the election process shall be filed in writing with the ASI Board of Directors. If the complaint is upheld and action is appropriate, the ASI Board of Directors shall notify the Elections Commissioner. Complaints against the Elections Commissioner shall be processed as provided in Article XIII, Section 1.



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**ARTICLE VII**

**ELECTIONS ASSISTANT, ELECTIONS CAMPAIGN COALITION,  
AND ELECTIONS POLLING ASSISTANTS**

**Section 1. ELECTIONS ASSISTANT**

Clause 1. Duties

- a. The Elections Assistant shall aid in the selection and training of polling assistants.
- b. The Elections Assistant shall aid in the promotion and marketing of the election.
- c. The Elections Assistant shall assist with and monitor polling locations and campaign conduct.
- d. The Elections Assistant shall have a thorough knowledge and understanding of the ASI Bylaws and the ASI Election Packet.
- e. The Elections Assistant shall complete any other tasks assigned by the Elections Commissioner.

Clause 2. Conduct

- a. The Elections Assistant shall maintain an impartial attitude and shall not campaign in any election in which they are working.
- b. The Elections Assistant shall not hold an office within ASI during their term. The Elections Assistant shall sign an ASI Conflict of Interest Agreement.
- c. The Elections Commissioner may remove an Elections Assistant whose actions may improperly affect the outcome of the election or violate their ASI Conflict of Interest Agreement.

**Section 2. ELECTIONS CAMPAIGN COALITION**

Clause 1. Composition

- a. The Elections Campaign Coalition shall be composed of three (3) members.

Clause 2. Duties

- a. The Elections Campaign Coalition shall encourage students to run prior to the Petition for Candidacy form due date.
- b. The Elections Campaign Coalition shall promote voter participation prior to and during the election.
- c. The Elections Campaign Coalition shall have a thorough knowledge and understanding of election rules and procedures.

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- d. The Elections Campaign Coalition shall complete any other tasks assigned by the Elections Commissioner.
- e. Members of this group cannot be given a polling assistant position during the days of the election.

Clause 3. Conduct

- a. Elections Campaign Coalition members shall maintain an impartial attitude and shall not campaign in any election in which they are working.
- b. Elections Campaign Coalition members shall not hold an office within ASI during their term. Elections Campaign Coalition members shall sign an ASI Conflict of Interest Agreement.
- c. The Elections Commissioner may remove any Elections Campaign Coalition member whose actions may improperly affect the outcome of an election or violate the ASI Conflict of Interest Agreement.

**Section 3. ELECTIONS POLLING STAFF**

Clause 1. Duties

- a. The Polling Staff shall promote voter participation prior to and during the election.
- b. The Polling Staff shall have a basic understanding of election rules and procedures.
- c. The Polling Staff shall set up polling stations, move equipment, and work the polling stations during the election.
- d. The Polling Staff shall complete any other tasks assigned by the Elections Commissioner.

Clause 2. Conduct

- a. Elections Polling Staff shall maintain an impartial attitude and shall not campaign in any election in which they are working.
- b. During their employment, Elections Polling Staff shall not serve as an ASI Executive Officer, Director, or in a position on any of the ASI funding councils or programs that receives a financial award or scholarship. Elections Polling Staff shall sign an ASI Conflict of Interest Agreement.
- c. The Elections Commissioner may remove any Elections Polling Staff employee whose actions may improperly affect the outcome of an election or violate the ASI Conflict of Interest Agreement.

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Section 4. **APPOINTMENTS**

- Clause 1. The Elections Assistant and members of the Elections Campaign Coalition shall be appointed by the President, upon recommendation of the incoming Elections Commissioner, and confirmed by a majority vote of the ASI Board of Directors.
- Clause 2. The Elections Assistant and members of the Elections Campaign Coalition must be approved within three weeks after the appointment of the Elections Commissioner for the term June 1 through May 31.
- Clause 3. Employees of the Elections Polling Staff will be hired by the Elections Commissioner with the assistance of the Elections Assistant, if desired, through the ASI Human Resources hiring process.

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**ARTICLE VIII**

**ELECTIONS: GENERAL**

**Section 1. ELECTIONS' SCHEDULE**

- Clause 1. Election of the President, Executive Vice President, and Board of Directors shall be held Tuesday through Thursday, two weeks prior to Spring Recess.
- Clause 2. Public notice of an election must be given to members no later than ten (10) legal days prior to the election. The notice shall specify the place(s), the legal day(s), the hours of such elections, and the general nature of the issue(s) to be decided.

**Section 2. FILING FOR CANDIDACY**

- Clause 1. The "Petition of Candidacy" forms will open exactly one month before and is due at 5 P.M. the day before the mandatory candidate orientation. All deadlines, meetings, and events will be listed on the candidacy form. The mandatory candidate orientation must occur at least three weeks prior to the general election. Failure to meet all deadlines listed on the Petition for Candidacy form, including the mandatory candidate orientation, will result in removal from the ballot.
- Clause 2. The meeting time, date, and location shall be stated on the Petition for Candidacy forms.
- Clause 3. All candidates are required to attend the orientation meeting either in person or through a personal representative. A personal representative is allowed to represent only one candidate at the meeting.
- Clause 4. Each candidate shall sign an ASI Conflict of Interest Agreement before campaigning may begin. Failure to sign and submit the conflict of interest agreement form prior to campaigning will result in removal from the ballot.
- Clause 5. Candidates may run for only one office during a single election.

**Section 3. VOTING PROCEDURES**

- Clause 1. Voting will open 8:00 A.M. to 8:00 P.M. each day of the election. The Voting System (System) refers to all polling stations and all internet-connected computers generally available to all students located on the CSUF main and satellite campuses, all of which may be used during elections to process votes. Personal devices may be used to vote on or off campus between the above times.
- Clause 2. There shall be election polling stations on campus with internet-connected computers in locations selected by the Elections Commissioner, which are solely dedicated to voting during the hours indicated and posted. The Elections Commissioner shall report to the ASI Board of Directors in accordance with ASI Policy Statement #506.
- Clause 3. A candidate must use their legal first and last name on record with the University on the ballot. The order of the candidates appearing on the ballot shall be

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determined by a random drawing of names that shall occur at the candidate orientation.

- Clause 4. Each student shall be required to authenticate their eligibility to vote by one of the following means:
- a. present a valid CSUF student ID card (applicable only at polling stations) and input their CSUF TitanCard number and CSUF PIN number, or
  - b. input their CSUF student identification number and her CSUF PIN (applicable for the entire System), or
  - c. input their CSUF student email username and CSUF PIN (applicable for the entire System).
- Clause 5. When voting for a candidate for the ASI Board of Directors in an election, voters shall be limited as follows:
- a. A student with a single declared major or multiple declared majors within the same academic college shall be allowed to cast a single ballot in the academic college in which they are currently eligible to vote.
  - b. A student with multiple declared majors in different academic colleges shall be allowed to cast a single ballot in the academic college in which they are declared.
  - c. An undeclared student shall be allowed to cast a single ballot in only one academic college of their choice.
  - d. Students in any phase of the STEP Program, any active member of a club that is a member of the EICC affiliated with the College of Education, or any member of Freshman Future Teachers within Freshman Programs that is not declared in the College of Education shall not be able to cast a ballot in the College of Education.
  - e. A student will vote on a single ballot for two candidates from the academic college in which they are enrolled. Any Board of Director candidate who officially or unofficially campaigns together with another Board of Director candidate from the same college will automatically receive a second violation in accordance to Article XIII.
- Clause 6. At the end of the last day of voting, the votes shall be tallied by the Elections Commissioner and all write-in ballots shall be verified and counted.
- Clause 7. After votes have been counted, the Elections Commissioner shall announce the winner(s) of each race.
- a. The names of the winners shall be posted outside the ASI Executive Offices and the results shall be released to the public once finalized. Interim results will not be released to the public.
  - b. The posting of the results shall constitute notification of the results to all candidates.

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Clause 8. The instant Run-Off Voting method stimulates an election with multiple run off rounds until a candidate receives majority. The Instant-Runoff Voting method will be used to count the votes. On the ballot, voters will rank each executive candidate team and Board of Director candidate in order of most preferred to least preferred.

**Section 4. WRITE-IN CANDIDATES**

Clause 1. A write-in candidate may run for any one office of their choice for which an election is being held. A write-in candidate must inform the Elections Commissioner of the office for which they intends to run by completing an Elections Packet and an ASI Conflict of Interest Agreement. These documents must be submitted to the Elections Commissioner before 5:00 P.M. on Tuesday prior to the start of the election.

Clause 2. Write-in candidates are responsible for complying with all provisions of this code except Article VIII, Section 2, Clauses 1-3.

Clause 3. Write-in candidates must meet all the qualifications for the office they are running for.

Clause 4. Write-in candidates first and last name must be spelled correctly by the voter for that vote to count.

Clause 5. Write-in candidates will have the same deadline as all other candidates to submit a photo and statement to the Elections Commissioner to be posted on the information page of the ballot as defined in ASI Policy Statement #506.

**Section 5. RECOUNTS**

Clause 1. Recounts may be requested by any candidate for the race in which they are running if they have reason to believe the count was inaccurate.

Clause 2. Recounts must be requested within one (1) legal day of the final vote count for that election.

Clause 3. The Elections Commissioner shall recount the votes of the specific race requested within two (2) legal days of the request.

**Section 6. WINNERS**

Clause 1. President and Executive Vice President

a. The winners shall be the candidate team who receives a majority of votes in the regular election. A majority shall be defined as 50% plus one individual vote of the total votes cast.

b. If no candidate team receives a majority of votes in the regular election, the candidate team with the fewest votes shall be eliminated and an instant runoff will occur, as defined by the Instant-Runoff Voting method. The eliminated candidate team's votes are transferred to the other candidate team(s), depending on each voter's preference as stated on their ballot. A runoff election will be simulated with

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the new vote totals. This process will repeat until a candidate team receives a majority of votes.

Clause 2. ASI Board of Directors

- a. The winners shall be the two candidates who receive the most votes.
- b. If two candidates tie for second place, the candidate(s) with the fewest votes shall be eliminated and an instant runoff will occur, as defined by the Instant-Runoff Voting method. The eliminated candidate(s) votes are transferred to the other candidates, excluding the candidate that received the highest vote total, depending on each individual voter's preference as stated on their ballot. The winner shall be determined by a stimulated election based on the new voting totals.

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**ARTICLE IX**

**ELECTIONS: SPECIAL**

Section 1. **SPECIAL ELECTIONS** will only be held as determined by the ASI Board of Directors. They will be held during a general election whenever possible.

Clause 1. Special elections may be called by the Chair and held at such times as designated. Such special elections shall be subject to approval by a majority vote of the ASI Board of Directors. Voting for special elections shall normally take place the week designated for the general election.

Section 2. **SPECIAL ELECTIONS** When a special election is held separate from a general election, the following conditions shall apply:

Clause 1. The availability of the Voting System including location and hours of operation of polling stations will be identical to that of the most recent previous general election.

Clause 2. Eligibility requirements shall not change.

Clause 3. Winners shall be determined by the same method as noted in Article VIII, Section 6, and in Article X.

Clause 4. Candidates shall have the seven (7) consecutive calendar days before voting to campaign.

Clause 5. Campaigning materials shall still apply as noted in Article XII, Section 3.



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**ARTICLE X**

**INITIATIVE, REFERENDUM, AND RECALL**

Section 1. **INITIATIVE** Legislation from the Association at large may be submitted to the ASI Board of Directors in the form of a petition signed by at least 10% of the total membership of the Association. An initiative can either enact new legislation or repeal existing legislation.

Clause 1. The Vice President for Student Affairs shall verify through the Dean of Students Office the enrollment status of all the students whose signature appears on the petition.

Clause 2. After verification, a special election shall be called by the President within fifteen (15) legal days.

Clause 3. A majority vote in favor of the proposed legislation shall be sufficient to adopt any initiative legislation.

Clause 4. A two-thirds vote shall be required to ratify changes in the Articles of Incorporation.

Section 2. **REFERENDUM** The ASI Board of Directors will be empowered to direct the Elections Commissioner to place certain matters, including constitutional changes or business, before the ASI electorate.

Clause 1. A majority vote shall be sufficient to enact referenda.

Clause 2. A majority vote shall be required to ratify changes in the Articles of Incorporation.

Clause 3. The ASI Board of Directors must designate that a referendum is either binding or non-binding at the time the ASI Board of Directors proposes the referendum to the electorate.

Section 3. **RECALL** A member of the ASI Board of Directors, the President, or Executive Vice President may be removed from the remaining term of office when the following conditions are met:

Clause 1. A petition stating the desire to remove a Director must be signed by ten percent (10%) of the headcount of the Director's respective academic college. In the case of the President or Executive Vice President, a petition stating the desire to remove that officer must be signed by ten percent (10%) of the entire headcount of the University. The petitions must include each petitioner's printed name, CWID#, and signature to be considered valid.

Clause 2. Prior to the gathering of signatures, the leader of the recall drive must state in a letter or in person at an ASI Board of Directors meeting the intent to recall an officer. The petition drive has thirty (30) calendar days from announcement to gather the necessary signatures or the recall fails.

Clause 3. If the correct number of signatures is gathered, they must be verified by the Office of the Vice President of Student Affairs.

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- Clause 4. If the appropriate number of signatures is verified, the President must call a special election within fifteen (15) legal days.
- Clause 5. The availability of the Voting System including the location and hours of operation of the polling stations shall be identical to that of a general election.
- Clause 6. Two-thirds of students voting in a special election must vote to recall the officer for the officer to be removed.
- Clause 7. The Elections Commissioner shall be in charge of special elections.
- Section 4. **ALL INITIATIVES, RECALLS, AND REFERENDA** shall be considered binding if done in coordination with the above processes unless they contradict Federal, State, or local law, The Articles of Incorporation, the ASI Bylaws, or the purpose of the Corporation.

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**ARTICLE XI**

**QUALIFICATIONS**

Section 1. **GENERAL** The following qualifications are required of all ASI candidates and officers both elected and appointed:

- Clause 1. **Incumbent Unit Load** Undergraduate student officers must earn six (6) semester units of credit per term while holding office. Graduate student officers must earn three (3) semester units of credit per term while holding office; and
- Clause 2. **Incumbent Maximum Allowable Units** Undergraduate student officers are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective whichever is greater. Graduate student officers are allowed to earn a maximum of 50 semester units. Students holding over that number of units will no longer be eligible for office; and
- Clause 3. **Candidate Unit Load** Undergraduate student candidates must maintain at least six (6) semester units per term while running for office. Graduate student candidates must maintain at least three (3) semester units per term while running for office; and
- Clause 4. **Candidate Residency** Undergraduate student candidates for office must have been enrolled at CSUF for one semester preceding the election earning a total of at least six (6) semester units during that semester. New graduate students who received a bachelor's degree or credential within the past three (3) years from CSUF must have earned a total of twelve (12) units during his or her last year as an undergraduate to be eligible. Graduate student candidates for office must have earned at least six (6) semester units per term of continuous attendance as a new graduate student to be eligible; and
- Clause 5. **Grade Point Average** All student candidates for or current student officers serving in an elected or appointed position within ASI must be in good standing, must not be on probation, must have earned a CSUF semester grade point average of 2.0 and a CSUF cumulative grade point average of 2.5 for all classes at CSUF during the semester prior to their candidacy, and must maintain these standards; and
- Clause 6. **Faculty/Staff** A student candidate for office may not be a member of the faculty or staff at CSUF. Graduate assistants shall not be considered faculty or staff. This does not apply to faculty or staff appointed positions.

Section 2. **SPECIFIC QUALIFICATIONS**

- Clause 1. Students with Undeclared Majors
  - a. A student with an undeclared major may serve on the ASI Board of Directors representing any academic college of his or her choice. When running in an election, a candidate for the ASI Board of Directors with an undeclared major must declare by the election filing date the academic college for which they intend to run.

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- b. A student with an undeclared major may not run as a write-in candidate for more than one academic college. A student with an undeclared major running as a write-in candidate must inform the Elections Commissioner in writing of the academic college for which they intend to run. Notification must be made before 5:00 P.M. on Tuesday prior to the start of the election.

Clause 2. Students with Multiple Majors

- a. A student with multiple declared majors in different academic colleges may serve on the ASI Board of Directors representing only one of his or her academic colleges. When running in an election, a candidate for the ASI Board of Directors with multiple declared majors must declare by the election filing date the academic college for which they intend to run.
- b. A student with multiple declared majors in different academic colleges may not run as a write-in candidate for more than one of their academic colleges. A student with multiple declared majors running as a write-in candidate must inform the Elections Commissioner in writing of the college for which they intend to run. Notification must be made before 5:00 P.M. on Tuesday prior to the start of the election.

Clause 3. Students with Minors

- a. A student with a minor in an academic college different than the academic college of their declared major may be appointed to represent the academic college of the minor on the ASI Board of Directors. An appointment of this nature would be due to a vacancy on the ASI Board of Directors as described in Article IV, Section 4 of these Bylaws.

Clause 4. Students Interested in Representing the College of Education

A student interested in representing the College of Education does not have to be enrolled in the College but qualifies as a candidate if they meet the general and/or specific qualifications and is part of one of the following groups or programs:

- a. any phase of the STEP program,
- b. an active member of a club that is a member of the EICC affiliated with the College of Education, or
- c. a member of Freshman Future Teachers within Freshmen Programs.

Clause 5. Presidential and Executive Vice Presidential candidates must run as a team. Individual candidates for either office shall not be allowed.

Clause 6. No member of the ASI Board of Directors or the ASI Executive Officers shall serve on any of the ASI funding councils or programs in a position that receives a financial award or scholarship.

Section 3. **VERIFICATION** The Dean of Students or a designated representative will verify the qualifications of candidates running for office or submitted for approval. The Dean of Students or a designated representative will report to the ASI Executive Director

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concerning the qualifications of officers, candidates, and ASI Board of Directors. The ASI Executive Director will have the responsibility to report any ineligible officers, candidates, and ASI Board of Directors who don't meet qualifications set forth in these Bylaws and/or directives from the Chancellor's Office.

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**ARTICLE XII**

**CAMPAIGN CONDUCT AND RESPONSIBILITY**

**Section 1. EXPENSES**

- Clause 1. All candidates must submit an Election Expense Report to the Elections Commissioner listing all expenses and donations.
- a. Copies of all candidates' campaign materials and receipts for expenses (not including donated material) must be submitted with the Election Expense Report.
  - b. Donated material will be reported at fair market value for the items or services.
  - c. Election Expense Reports will be due by 5:00 P.M. on the Tuesday after the election unless otherwise arranged with the Elections Commissioner. These reports shall be placed in a locked box in the Elections Advisor's office area which will be specified in the elections packet.
  - d. Election Expense Reports will be considered public information.

**Section 2. CAMPAIGNING**

- Clause 1. Campaigning shall be defined as the posting or distribution of campaign materials and/or speaking to CSUF classes, CSUF-recognized student organizations, and/or a CSUF student in order to influence their vote.
- Clause 2. Violation of the following will result in a penalty as set forth in Article XIII, Section 2.
- a. Campaign materials may not be posted at any on- or off-campus locations or distributed until after the orientation meeting has adjourned. This does not include special elections.
  - b. The University Posting Policy must be followed when posting any campaign materials.
  - c. No food, beverage, tobacco, or tobacco-related product shall be used to promote a candidate with the exception of prepackaged snacks and bottled water.
  - d. A candidate or candidate's team is not allowed to use internet enabled devices to acquire votes from students. These types of devices are also not allowed to be present at any campaign table.
  - e. Property of the Corporation and the University with the exception of that which is openly accessible to all students shall not be used to produce copies of any campaign material or promote an individual candidate.
  - f. No campaign materials shall contain the name of any person without prior written consent of that individual. Any materials in violation will be seized and destroyed by the Elections Commissioner.

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- g. There will be no active campaigning within 50 feet of the polling stations, in any place where campaigners block access to a building or room, nor in the Pollak Library.
  - h. There will be no active campaigning toward voters to influence their decisions once the voters have entered the 50-foot perimeter of an official ASI polling station.
  - i. No candidate or issue-driven campaign material shall be posted in any campus computer lab or classroom containing computers provided by the university nor shall any campaigning block student access to computers normally accessible to students.
- Clause 3. Candidates and other campaigners cannot block walkways, interfere with voting, or harass voters. This includes impeding traffic when tabling.
- Clause 4. No support may be solicited for candidates or special issues from the faculty, staff, administration, or non-student employees of the University. This does not prohibit asking permission to speak in front of a class.
- Clause 5. Endorsement of individual candidate(s) is allowed.
- a. Individuals may not endorse a candidate until after campaigning has begun.
  - b. ASI student leaders may support individual candidates but not while engaged in official ASI business.
- Clause 6. Clubs and organizations may endorse candidates.
- a. Clubs and organizations may not endorse a candidate until after campaigning has begun.
  - b. The club or organization shall determine how it authorizes the endorsement of candidates. The president, chair, or highest ranking officer shall notify the candidate of the endorsement.
  - c. ASI, its programs, and its standing committees shall not as a collective body endorse candidates.
- Clause 7. All posted campaign materials must be removed within seven (7) calendar days after the announcement of the election winners.

**Section 3. CAMPAIGN CONDUCT**

- Clause 1. Violation of the following will result in a penalty as set forth in Article XIII, Section 2.
- a. All university conduct policies must be followed when campaigning.
  - b. All campaigners will run a clean campaign and not destroy or remove other campaign materials. Proven cases of destroying or removing campaign

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materials could result in disciplinary action by the Elections Commissioner and/or the ASI Board of Directors.

- Clause 2. Candidates and their supporters shall use the highest standards of ethics when campaigning and discussing other candidates.



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**ARTICLE XIII**

**ENFORCEMENT**

**Section 1. COMPLAINTS**

- Clause 1. Any individual having knowledge of a violation of these Bylaws may make a written complaint to the ASI Board of Directors.
- Clause 2. Formal complaints will be made in written form and submitted to the ASI Elections Advisor who will forward the complaint to the Elections Commissioner for review.
  - a. Paper forms may be picked up at the Student Organization Resource Center or in the ASI Elections Office. Forms are available to print out online through the ASI Elections website.
  - b. A complaint must state the who, what, where, when, and how of the violation.
  - c. The complaint must be signed and have a contact phone number. Anonymous complaints will not be considered.
  - d. Incomplete forms will not be accepted.
- Clause 3. Election complaints must be submitted within 24 hours of the infraction. Issues arising after this time should follow the guidelines for recalling an officer as stated in Article X, Section 3 of these Bylaws.
- Clause 4. Upon request of the Elections Commissioner, the ASI Board of Directors shall investigate a complaint within forty-eight (48) hours and determine if action is needed.
- Clause 5. With or without formal complaint, the ASI Board of Directors will act on violations it is aware of within five (5) legal days after investigation is concluded.
- Clause 6. Complaints must be proven at a special meeting of the ASI Board of Directors with the burden of proof being on the complainant.
- Clause 7. All eligible complaints must be reviewed and investigated before the election can be certified.

**Section 2. PENALTIES**

- Clause 1. If a candidate violates any provision of the Bylaws or a directive of the Elections Commissioner, the Elections Commissioner may refer the violation to the ASI Board of Directors for action. Disqualification is a last resort; other disciplinary action should be tried first.
- Clause 2. Any violation of Article XII of these Bylaws may result in a consequence including suspension or revocation of any publicity, posting, campaigning privileges, and/or automatic disqualification and shall be administered at the discretion of the

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Elections Commissioner. Consequences are appealable to the ASI Board of Directors.

- a. A violation shall be defined as a formal complaint that has been filed with and validated by the Elections Commissioner.
- b. All violations shall be thoroughly documented by the Elections Commissioner as all violations are subject to appeal to the ASI Board of Directors.
- c. Each candidate or candidate team who has accrued three violations of any offense will automatically be disqualified. The recommended penalties left to the discretion of the Elections Commissioner are as follows:
  - (1) The first violation shall result in a verbal warning.
  - (2) The second violation shall result in consequences as described in Clause 2 of this section except removal from the ballot and a public notice at polling stations that describes the violation.
  - (3) The third violation shall result in automatic disqualification.
- d. A violation of the Campaign Materials Bylaws as stated in Article XII, Section 3 will need to be corrected within six (6) hours of a verbal warning from the Elections Commissioner.
  - (1) The Elections Commissioner, Elections Staff, and Elections Commission reserve the right to remove any campaign materials in violation of Article XII, Section 3 of the Bylaws.

Clause 3. Failure to adhere to the direction of the Elections Commissioner will result in public notice of the failure and the details of the violation to which the failure applies.

- a. Public notices shall be printed on brightly colored paper and shall be posted at polling stations in a manner that forces voters to physically move the notice in order to see the ballot.
- b. The public notices at polling stations as described in Clause 2 of this section shall read the following prior to the name of the candidate(s) and a description of the violation(s):

“The following are violations of the ASI Bylaws and are seen as an unfair advantage to other candidates. This notice is a result of multiple violations. A continuation of violations by the candidate may result in automatic disqualification from the election. Violations are determined by the Elections Commissioner and appealable to the ASI Board of Directors by the candidate(s). Please take them into full consideration when making your decision.”

**Section 3. AUTOMATIC DISQUALIFICATION**

Clause 1. Although disqualification may be appropriate for other reasons, automatic disqualification will result for the following reasons:

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- a. The candidate failed to meet eligibility requirements including grade point qualifications as stated in Article XI.
- b. The candidate failed to submit an Election Expense Report.
- c. The candidate has accrued three validated election violations.
- d. A student candidate for office may not run in an election in which they have served as the Elections Commissioner at any point of the fiscal year in they wish to run.

**Section 4. AUTOMATIC REMOVAL FROM BALLOT**

- Clause 1. Automatic removal of a candidate from the ballot of any election will result should any of the following occur:
- a. The potential candidate running for ASI office fails to attend the orientation meeting unless evidence of dire circumstances is provided and approved by the Elections Coalition.
  - b. The potential candidate running for ASI office fails to submit a completed petition for candidacy by the scheduled due date and time.
  - c. The potential candidate fails to sign and submit the conflict of interest agreement form at the time of filing for candidacy.