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**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 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. Due cause shall be defined as:
- a. absences due to participation in an official University-recognized program at which the member's attendance is required (limited to two (2) excused absences

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per semester);

- b. 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;
  - c. absences due to requirements of official ASI business; or
  - d. absences due to individual circumstances; due cause and validity are to be determined by the ASI Board of Directors on a case-by-case basis.
- Clause 6. 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.
- Clause 7. 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 8. 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 9. "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 10. "Automatic Disqualification" shall be a disqualification that occurs immediately and without need for action by the ASI Board of Directors.
- Clause 11. "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 12. A "write-in candidate" shall be defined as any person who runs for office within ASI and does not have their 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, and 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 for the College of Communications,
- d. two Directors from 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 Vice President,
- c. the ASI Chief Campus Relations Officer,
- d. the ASI Chief Governmental Officer,
- e. the ASI Chief Communications Officer, and
- f. 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 shall require two-thirds vote to ratify changes in the Articles of Incorporation.

Clause 3. The ASI Board of Directors may amend Bylaws only by two-thirds of voting members.

Clause 4. 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.



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- c. The ASI Board of Directors may amend ASI Policy Statements by a majority vote.
- Clause 5. ASI Board of Directors shall be advocates for student concerns from their respective colleges or from the university. Directors shall engage the students of their college in discussion about relevant college-specific and/or university-wide concerns.
- Clause 6. Directors shall meet with the Chair of the ASI Board of Directors a minimum of once per semester. Directors shall meet with their respective college Deans at least once per semester. Directors shall meet with the ASI Executive Director and ASI Associate Executive Director at least once per semester.
- Clause 7. Goals shall be submitted to the Chair of the ASI Board of Directors and the ASI Executive Director at a time near the beginning of the academic year as determined by the Chair of the ASI Board of Directors.
- Clause 8. Directors shall update the Vice Chair/Secretary weekly with a brief report of activities within the committees, commissions, and/or councils that they may sit on.
- Clause 9. Committees
- a. The ASI Board of Directors establishes such committees as it deems necessary to study and make recommendations on proposals referred to them.
    - I. 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 ASI Board of Directors Chair 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, 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, Governance Committee, and the Board Leadership Review Committee.
    - I. 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 Board of Trustees. 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

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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.

- (1) 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.
- (2) 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 reasonably ensure the adequacy of internal controls over administration, accounting compliance with all 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.
- (3) 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 and 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.

- II. 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 members of the Board. The Board shall appoint one of the three (3) members of the Board to serve as chair of the committee.

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- (1) 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.
  
- III. 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/Treasurer. The Vice Chair/Treasurer shall chair the Finance Committee. (The preceding paragraph shall be in effect after June 1, 2017).
  - (1) 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 sunset and be replaced by the paragraph above (Article IV, Section 2, Clause 4,e,3)].
  
- IV. The Governance Committee shall make recommendations concerning policy, bylaws, and the articles of incorporation to the Board. Governance Committee shall be responsible for interviewing and recommending applicants for vacant Director positions during the academic term. The Governance Committee shall be composed of four (4) members of the Board and the Vice Chair/Secretary. The Vice Chair of the Board/Secretary shall chair the Governance Committee.
  
- V. The Board Leadership Review Committee shall assess the Chair and Vice Chairs of the ASI Board of Directors to determine whether they are adequately fulfilling their duties. The committee shall be composed of four (4) Directors of the Board, the Faculty Representative, the University President Representative, and the Executive Director or designee. All members must be approved by the Board of Directors with a majority vote. The Board of Directors shall elect one of the four (4) Directors of the Board to serve as chair of the committee.
  - (1) The four (4) Directors shall be chosen through a bi-annual alternating system:

One Director from each of the colleges shall serve on the committee on even-numbered years: College of the Arts, College of Communication, College of Humanities and Social Sciences, and College of Natural

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Science and Mathematics.

One Director from each of the colleges shall serve on the committee on odd-numbered years: Mihaylo College of Business and Economics, College of Education, College of Engineering and Computer Science, and the College of Health and Human Development.

- (2) The Board Leadership Review Committee shall meet once during the Fall Term before Week 11. This committee has the responsibility to perform a leadership review of the current Chair and Vice Chairs and to make a recommendation to the Board.
- (3) The committee's review and recommendation shall be placed on the Board's agenda as the first order of new business on Week 12. During the Chair's review the Vice Chair/Secretary shall lead the meeting. During the Vice Chairs' review, the Chair shall lead the meeting. The Board of Directors will then vote to either accept or reject the committee's conclusions.
- (4) If the Board of Directors determines that the performance of the Chair and/or Vice Chairs has been successful, they shall continue their duties. If the Board of Directors determines that the performance of the Chair and/or Vice Chairs has been unsuccessful, a new election for that position shall take place on the last meeting of the Fall Term.

Clause 10. 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 Chief Campus Relations 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 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 the Executive Officers.

Clause 11. 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.

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- 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 Chair/Treasure of the Board of Directors, five Directors, and the ASI Executive Director.

Clause 12. The Board may override any presidential veto by a two-thirds vote within fourteen (14) legal days of the veto.

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 Concerning Vacated Board of Directors Seats, #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

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Education may also qualify by meeting the requirements in Article XII, 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. Absence due to scheduled classes are not excused absences.
- b. For an absence to be excused, the Chair must be notified prior to the meeting unless the Director is physically unable to do so.
- c. 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 recess, spring recess, 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 they were unable to attend.
- b. Members are responsible for requesting excused absences from standing committee meetings which conflict with other appointments, events, or scheduling.
- 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**

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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 XII of these Bylaws or in current directive(s) from the chancellor's office.

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 they miss any of the following in one semester without due cause (as defined in Article IV, Section 5, Clause 2):
  - I. two consecutive ASI Board of Directors meetings,
  - II. two consecutive meetings of the standing committee to which they are assigned,
  - III. two consecutive meetings of the council to which they are assigned,
  - IV. three ASI Board of Directors meetings, or a total of three meetings of the committees
  - V. or councils to which they are assigned.

Clause 3. Appeals

- a. A Director can appeal their 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 three-fourths vote of the ASI Board of Directors.

Section 7. **RESIGNATION** In the event a Director should resign, written notice of their resignation should be submitted to the ASI Board of Directors 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 Centers Board of Trustees and its standing 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. All communication and behavior of Board of Directors members shall demonstrate a high

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degree of ethics and professionalism, which includes but is not limited to purposefulness and respect, especially when general students or guests are attending the Board of Directors meetings. During the Board of Directors trainings the Board shall set behavioral norms for the Board of Directors meetings, including but not limited to preparedness and the use of electronic devices, which will be enforced by the Board of Directors Chair.

Clause 3. Regular Meetings

a. Schedule

- I. 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 Board of Directors will hold summer meetings; the times and dates shall be decided upon by the majority of the ASI Board of Directors.
- II. 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. The Board Leadership Review Committee shall convene at least one time annually.
- III. 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.
- IV. 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

- I. 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 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.

Such written notice shall be sent electronically and included on the ASI website.

- II. 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).



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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 Concerning Public Speaking Time as a Non-Action Agenda Item for Regularly Scheduled Board of Director's Meetings, #111, for more information.

- I. 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 4. 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 will be given electronically to all parties directly affected and included on the ASI Website.

- I. Such notice shall specify the time and place of the special meeting and a brief description of each item of business to be transacted.
- II. No other business shall be considered at these meetings.

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

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Education Code Sections 89306.5(c) and (d). Please also refer to ASI Policy Statement Concerning Emergency Situations and Emergency Meetings, #116, for additional information.

Clause 5. 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 6. 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:
  - I. negotiations relative to real property,
  - II. certain litigation pursuant to advice of legal counsel,
  - III. certain employment matters,
  - IV. collective bargaining,
  - V. certain matters relating to a particular employee (unless the employee requests a public hearing),
  - VI. to confer with law enforcement officials,
  - VII. 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.
- 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

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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. The Chair will be elected at the first meeting in June and shall serve from that meeting through May 31. The ASI President shall serve as Chair in the absence of the Chair and Vice Chairs.
- 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: Titan Student Centers (TSC) Board of Trustees standing committees, ASI Programming Boards (AICA, TTF, ASIP), funded councils (the Inter Fraternity Council, the Multicultural Greek Council, the National Panhellenic Council, Panhellenic, the Resident Student Association), or a funding council (the Black Student Union, CSICC, Mesa Cooperativa, 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 shall appoint the required number of Directors on any ASI ad hoc committee.
- Clause 4. The Chair, working with the Vice Chairs 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 5. The Chair shall serve as an ex-officio member of all ASI committees except the Audit Committee and the Board Leadership Review Committee.
- Clause 6. The Chair or a Director designated by the Chair shall serve as representative of the ASI Board of Directors on the Titan Student Centers Board of Trustees, 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.

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- Clause 7. The Chair shall be responsible for maintaining communication with the Executive Officers, Titan Student Centers Board of Trustees Officers, and chairs of programming board, funded, and funding councils.
- Clause 8. The Chair shall be responsible for setting guidelines for Director's College Reports and Executive Senate Reports.
- Clause 9. The Chair shall direct the work of the Vice Chair/Secretary and Vice Chair/Treasurer.
- Clause 10. The Chair shall be responsible for holding board members accountable for their goals.
- Clause 11. 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 12. 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 13. In the event of a vacancy in the position of Chair through resignation, removal, recall, ineligibility, or death, the Vice Chair/Secretary 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/SECRETARY 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/Secretary for the ASI Board of Directors.
  - b. The Vice Chair/Secretary will be elected at the first meeting in June shall serve from that meeting through May 31.
- Clause 2. The Vice Chair/Secretary shall preside in the absence of the Chair.
- Clause 3. The Vice Chair/Secretary shall serve as the Chair of the Governance Committee.
- Clause 4. The Vice Chair/Secretary shall assist the Board of Directors Chair with enforcing bylaws and policies.
- Clause 5. The Vice Chair/Secretary shall maintain regular communication with the ASI Board of Directors Chair, the Executive Officers, and the Titan Student Centers Board of Trustees Officers.
- Clause 6. The Vice Chair/Secretary shall assist the Board of Directors 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 7. The Vice Chair/Secretary shall be responsible for certification of all records of the

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Board of Directors when requested and to execute documents on behalf of the Board as required for legal documents.

- Clause 8. Removal of the Vice Chair/Secretary shall occur by a two-thirds vote of the ASI Board of Directors or in the event that the Vice Chair/Secretary loses their position as Director.
- Clause 9. In the event the Vice Chair/Secretary should resign, a written notice of their resignation shall be submitted to the Chair and to the ASI Board of Directors.
- Clause 10. In the event of a vacancy in the position of Vice Chair/Secretary through resignation, removal, recall, ineligibility, or death, a new Vice Chair/Secretary shall be elected at the meeting at which the vacancy is announced.

**Section 12. VICE CHAIR/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/Treasurer for the ASI Board of Directors.
  - b. The Vice Chair/Treasurer will be elected at the first meeting in June shall serve from that meeting through May 31.
- Clause 2. The Vice Chair/Treasurer shall present monthly, or as needed, to the ASI Board of Directors a detailed report of the financial conditions of ASI. The report will include budget language implementation, any outstanding debt owed to 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 3. The Vice Chair/Treasurer shall serve as the Chair of the Finance Committee.
- Clause 4. The Vice Chair/Treasurer shall oversee the budget development for the next fiscal year with the assistance of the Director of Finance and maintain regular communication with the student leaders who oversee a budget within ASI.
- Clause 5. The Vice Chair/Treasurer shall maintain regular communication with the Board of Directors Chair, Executive Officers, and Titan Student Centers Board of Trustees Officers.
- Clause 6. The Vice Chair/Treasurer shall assist the Board of Directors Chair in developing a curriculum to be discussed at the Board of Directors retreats, additional board development training, and other internal issues related to the Board.
- Clause 7. The Vice Chair/Treasurer shall ensure compliance with the financial policies of ASI.
- Clause 8. The Vice Chair/Treasurer shall be responsible for reporting the fiscal budget recommendations of the Finance Committee and the Titan Student Centers Board of Trustees to the ASI Board of Directors on or before the first meeting in April of each fiscal year.

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Clause 9. The Vice Chair/Treasurer shall assume the duties of the Vice President of Finance on June 1, 2017

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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 the second meeting in March of each fiscal year.
- Clause 4. In the event the ASI Board of Directors has not elected a Chair or Vice Chairs, the President shall serve as Chair until a majority of said Board has elected a Chair or Vice Chairs. In serving as Chair, the President shall not be eligible to vote.
- Clause 5. The President shall execute the resolutions and policies passed by the ASI Board of Directors.
- Clause 6. The President shall appoint ASI program directors and be directly responsible for their activities.
- Clause 7. The President or designee shall be responsible for chairing the Instructionally Related Activities (IRA) committee.
- Clause 8. The President or designee shall serve as a voting member on the CSU Fullerton's Academic Senate.
- Clause 9. The President shall serve as a voting or non-voting member on the California State Student Association Board.
- Clause 10. The President or designee shall maintain communication with all CSU Fullerton's partners and auxiliaries. They shall serve as a board member or ASI representative on university boards they are invited to, which may include the President's Advisory Board, The California State University, Fullerton Philanthropic Association, the Alumni Association, and the Auxiliary Services Corporation.
- Clause 11. The President shall maintain relationships with campus partners, and are encouraged to meet regularly with the University President, Provost, Vice President of Student Affairs, the Director of Athletics, and the Chief of Police.

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- Clause 12. 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 13. The President shall have the authority to remove any or all executive appointments.
- Clause 14. All official actions of the President shall be written in the form of Executive Orders as outlined in the ASI Policy Statement Concerning Executive Orders, #102.
- Clause 15. 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.
- Clause 16. 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.

**Section 3. ASI VICE PRESIDENT**

- Clause 1. In the event of the absence or disability of the President, the 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 Vice President shall fulfill all duties and responsibilities that are assigned by the President and are consistent with these bylaws.
- Clause 3. The Vice President shall be responsible for ASI programs, including ASI Production, Titan Tusk Force, Association for InterCultural Awareness, Scholarships Commission, and Street Team Commission.
- Clause 4. The Vice President shall chair the Executive Senate Committee.
- Clause 5. The Vice President shall serve as an ex-officio member of all ASI committees except the Audit Committee.
- Clause 6. The Vice President or designee shall be responsible for the recognition of student leaders within ASI.
- Clause 7. If the Vice President resigns, a written notice of the resignation shall be submitted to the President and to the Chair of the Board of Directors.
- Clause 8. In the event of a vacancy in the office of the Vice President, the President shall appoint a Vice President subject to approval by a majority vote of the ASI Board of Directors.

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



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- Clause 1. The following Executive Officers shall be appointed by the President: Chief Campus Relations 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 their 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 Vice President, the Chair of the Board of Directors shall automatically assume the office of President and appoint a Vice President subject to majority ASI Board of Directors approval.

**Section 5. CHIEF CAMPUS RELATIONS OFFICER**

- Clause 1. The Chief Campus Relations Officer shall maintain correspondence within on-campus issues and the campus climate.
- Clause 2. The Chief Campus Relations Officer shall serve as the Chair of the University Affairs Commission and is responsible for facilitating on-campus advocacy initiatives.
- Clause 3. The Chief Campus Relations Officer shall make recommendations to the President to appoint students to university-wide committees and search committees, and oversee the President Appointee Commission.
- Clause 4. The Chief Campus Relations Officer oversees the Environmental Sustainability Commission.
- Clause 5. The Chief Campus Relations Officer may serve as the President's designee for the CSU Fullerton's Academic Senate.

**Section 6. CHIEF GOVERNMENTAL OFFICER**

- Clause 1. The Chief Governmental Officer shall maintain correspondence with the university's Government Relations Department and local, state, and federal elected officials and government agencies.
- Clause 2. The Chief Governmental Officer may be appointed by the President as the voting or non-voting member of the California State Student Association Board of Directors.
- Clause 3. The Chief Governmental Officer shall conduct in-district lobby visits to the Fullerton Delegation.
- Clause 4. The Chief Governmental Officer oversees the Lobby Corps Commission.

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**Section 7. CHIEF COMMUNICATIONS OFFICER**

- Clause 1. The Chief Communications Officer shall be responsible for effectively communicating and distributing ASI initiative through multiple media outlets.
- Clause 2. The Chief Communications Officer shall be responsible for ASI public relations in conjunction with ASI Communication and Marketing Department.
- Clause 3. The Chief Communications Officer oversees the Communications Commission and the Community Engagement Commission.

**Section 8. PRESIDENT-ELECT**

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

**Section 9. POWERS**

- Clause 1. The ASI President shall make recommendations to the ASI Board of Directors 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 President shall also appoint all ASI Commission Leaders with the approval of the Board of Directors.
  - b. ASI Commissions shall advocate on behalf of students with prior approval by majority vote of the Board of Directors.
  - 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.
    - I. 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

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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.

- II. 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.
- III. 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.
- IV. The Lobby Corps Commission shall be responsible for advocating on behalf of student interests on all levels of governance affecting higher education and other 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 of Directors, and the Titan Student Centers Board of Trustees Chair or designee shall serve on the Lobby Corps Commission.
- V. The Presidential Appointees 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.
- VI. 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

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Commission shall be composed of the following: one (1) Scholarships  
Commission Leader and at least three (3) students at large.

- VII. 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.
  - VIII. 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 Campus Relations 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.
- Clause 2. The ASI President shall make recommendations to the ASI Board of Directors on the establishment of ASI Programming Boards. ASI Programming Boards are charged with programming and outreach efforts on behalf of ASI.
- a. All members of ASI Programming Boards shall be appointed by the President. The President shall also appoint all ASI Programming Board Leaders with the approval of the Board of Directors.
  - b. ASI Programming Boards shall include the: ASI Productions and Titan Tusk Force.
    - I. ASI Productions focuses on planning and implementing campus entertainment centered on social, cultural, and educational topics through a wide selection of frequent events and large scale productions. ASI Productions shall be composed of the following: one (1) Director, one (1) Sunday Series Coordinator, one (1) Pub Monday/Tuesday Coordinator, one (1) Wednesday Concert Coordinator, one (1) Pub Thursday Coordinator, one (1) Films Coordinator, one (1) Fall/Spring Concert Coordinator, and two (2) Union and Special Programming Coordinators.
    - II. Titan Tusk Force focuses on planning and implementing spirited events centered on Titan Pride, while also promoting and supporting Athletics to build a strong sense of campus unity and identity with CSU Fullerton. Titan Tusk Force shall be composed of the following: one (1) Director, one (1) Athletics Coordinator, one (1) Events Coordinator, and one (1) Marketing and Recruitment Coordinator.

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**ARTICLE VI**

**TITAN STUDENT CENTERS BOARD OF TRUSTEES**

Section 1.     **PURPOSE** The purpose of the Board of Trustees is to establish policies which will assure that the Titan Student Union, Student Recreation Center and the Irvine Fitness Center and student lounge (hereinafter referred to as “Titan Student Centers”) are a unifying force between students, faculty, and staff; campus centers for social, cultural, fitness, recreational and intellectual activities and services; places to provide further opportunities to broaden and strengthen interpersonal relationships and self-enhancement within a large urban university; and to provide experience in self-government and civic responsibility.

Section 2.     **DELEGATION OF AUTHORITY**

Clause 1.     The Board of Directors establishes the Titan Student Centers Board of Trustees in order to develop and adopt operating policies to govern the operation of the facilities and programs of the Titan Student Centers.

Clause 2.     The Board of Trustees delegates the responsibility for the daily operation of the Titan Student Centers to the ASI Executive Director. The ASI Executive Director appoints and supervises the staff of the Titan Student Centers.

Clause 3.     The ASI Executive Director works closely with the Dean of Students and the Vice President of Student Affairs to assure the relationship the Titan Student Centers has with the educational program of the University.

Section 3.     **DUTIES AND RESPONSIBILITIES OF THE BOARD**

Clause 1.     The Board of Trustees participates in the selection of the Associate Executive Director and Titan Recreation Director.

Clause 2.     The Board of Trustees provides the maintenance and general upkeep of the Titan Student Centers facilities.

Clause 3.     The Board of Trustees establishes operating policies including but not limited to: scope of operation, use of facilities and allocation of space.

Clause 4.     Salaries, benefits, and work rules governing employees are determined by the ASI Board of Directors within the framework of rules governing employees of auxiliary corporations established by the State of California.

Clause 5.     The Board of Trustees makes provisions for adequate accounting and auditing procedures for the Titan Student Centers.

Clause 6.     The Board of Trustees prepares an annual budget for the operation of the Titan Student Centers. After the proposed budget is formally adopted by the Board of Trustees, it shall be submitted to the ASI Board of Directors for appropriate action. Following approval by the ASI Board of Directors, the budget is submitted to the University President for final approval.

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- Clause 7. The Board of Trustees establishes standing committees necessary for the operation of the Titan Student Centers and defines their powers and responsibilities.
- Clause 8. Student members of the Board of Trustees may not be employed by the Associated Students, CSUF, Inc.

Section 4. **MEMBERS OF THE BOARD OF TRUSTEES**

- Clause 1. The Governing Board consists of voting and nonvoting members. Voting members of the Governing Board:
- a. Student Members:
    - I. ASI President or designee
    - II. ASI Board of Directors Chair or designee
    - III. Resident Student Association President or designee
    - IV. Ten (10) Student Trustees
  - b. University Members:
    - I. A Faculty Representative
    - II. Alumni Representative
    - III. University Presidential Appointee
- Clause 2. Non-Voting Members:
- a. University Members
    - I. Vice President for Student Affairs or designee
    - II. Vice President for Administration and Finance or designee
  - b. ASI Staff Members
    - I. Associate Executive Director
    - II. Director, Titan Recreation
    - III. Associate Director, Titan Student Union
    - IV. Associate Director, Marketing and Communications
- Clause 3. No voting proxy is allowed at any Governing Board or committee meetings.

Section 5. **SELECTION AND TERM OF OFFICE**

- Clause 1. **Student Membership and Length of Service** The following students hold membership and term by virtue of their office:
- a. ASI President or designee
  - b. ASI Board of Directors Chair or designee
  - c. Resident Student Association President or designee
  - d. Ten (10) Student Trustees elected by the student body to serve one-year terms.
- Clause 2. University Membership
- a. Faculty Representatives appointed by the Academic Senate, serving two-year terms.
  - b. The University Presidential Appointee appointed by the University President annually for a one-year term.
  - c. The Alumni Representative appointed by Alumni Association annually for a

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one-year term.

- d. Vice President for Student Affairs (or designee) serves by virtue of their office.
- e. Vice President for Administration and Finance (or designee) serves by virtue of their office.

Clause 3. Except as noted, the term of office runs from June 1 to May 31.

**Section 6. VACANCIES**

Clause 1. The Board of Trustees Chair is responsible to notify the Board of any vacancy on the Board and/or standing committees. While a vacancy exists, the Chair makes progress reports to the Board at its regularly scheduled meetings.

- a. Student Trustees positions: In the event of a vacancy of one of the Student Trustees positions, the Board of Trustees Chair presents to the Board of Trustees a fair and open process to fill the vacancy. The Board of Trustees Chair makes a recommendation to the Board of Trustees for a replacement.
- b. Other Positions: In the event of a vacancy of any other position, the Board of Trustees Chair works with the appropriate agent to secure a replacement.

**Section 7. ABSENCES**

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

Clause 2. Board of Trustees members are allowed no more than two unexcused absences from the Board of Trustees and standing committee meetings each semester. Excused absences are granted for due cause.

Clause 3. The Board of Trustees Chair refers to the removal process when any Student Trustees member with two or more unexcused absences to the Board of Trustees meeting for possible dismissal.

Clause 4. The Board of Trustees Chair is responsible for all attendance matters, including committee meeting attendance.

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Section 8.       **BOARD OF TRUSTEES OFFICERS** The Board of Trustees has four officers: Chair, Vice Chair for Facilities and Operations, Vice Chair for Marketing and Outreach and Vice Chair for Programs and Services.

- Clause 1.       The four (4) Board of Trustees Officers are elected by the Board of Trustees on their first meeting on June 1. The officers must have membership on the Board of Trustees for the upcoming academic year.
- Clause 2.       Elections are by roll call vote from nominations made by the Board of Trustees members.
- Clause 3.       Officers are elected to serve a term beginning on June 1 and ending on May 31 of the following year.
- Clause 4.       Officers may be recalled by a two-thirds vote of the total voting membership subject to at least two (2) weeks in advance. Notice must be given at the meeting prior to a recall vote.
- Clause 5.       In the event of a vacancy of one of the officers, an election is held at the next Board of Trustees meeting.
- Clause 6.       The Board of Trustees Chair shall select a succession order of the officers by the first regular meeting of the academic year to serve as Chair in the event of a vacancy. In the event of vacancies by all four officers, the Associated Students, CSUF, Inc. Board of Directors Chair chairs the Board of Trustees until an election for a new Chair can be held.

Section 9.       **CHAIR**

- Clause 1.       Prepares agendas and presides over all Board of Trustees meetings.
- Clause 2.       The Chair shall be responsible for maintaining communication with the Board of Directors Chair and the Executive Officers.
- Clause 3.       Maintains a close working relationship with the ASI Executive Director, ASI Associate Executive Director, ASI Director of Administration, ASI Finance Director, and Director of Titan Recreation.
- Clause 4.       Coordinates Board of Trustees member training and annual goals in conjunction with ASI Executive Director, ASI Associate Executive Director and Titan Recreation Director.
- Clause 5.       The Chair shall appoint each Student Trustee to serve on at least one Titan Student Centers Board of Trustees Committee: Facilities and Operations, Marketing and Outreach, and Programs and Services no later than three (3) legal business days before the first Titan Student Centers Board of Trustees meeting of the fall and spring semester.



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- Clause 6. The Chair shall direct the work of all the Vice Chairs.
- Clause 7. In consultation with other Titan Student Centers Board of Trustees Vice Chairs, prepares and administers Board of Trustees budget.

**Section 10. VICE CHAIR FOR FACILITIES AND OPERATIONS**

- Clause 1. The Vice Chair for Facilities and Operations shall be responsible for reporting the fiscal budget recommendations of the Facilities and Operations Committee to the Titan Student Centers Board of Trustees.
- Clause 2. Serves as Chair of the Facilities and Operations Committee.
- Clause 3. The Vice Chair for Facilities and Operations shall maintain regular communication with the Board of Trustees Chair.
- Clause 4. Serves as non-voting ex-officio on all other committees.

**Section 11. VICE CHAIR FOR PROGRAMS AND SERVICES**

- Clause 1. Serves as Chair of the Programs and Services Committee.
- Clause 2. The Vice Chair for Programs and Services shall maintain regular communication with the Board of Trustees Chair.
- Clause 3. Serves as non-voting ex-officio on all other committees.

**Section 12. VICE CHAIR FOR MARKETING AND OUTREACH**

- Clause 1. The Vice Chair for Marketing and Outreach shall work collaboratively with the other Board of Trustees Officers to market and recruit members for the Board of Trustees.
- Clause 2. Serves as Chair of the Marketing and Outreach Committee
- Clause 3. The Vice Chair for Marketing and Outreach shall maintain regular communication with the Board of Trustees Chair.
- Clause 4. Serves as non-voting ex-officio on all other committees.

**Section 13. QUORUM**

- Clause 1. A majority of the filled voting positions of the Board of Trustees constitutes a quorum.

**Section 14. FACILITIES AND OPERATIONS COMMITTEE**

- Clause 1. The Facilities and Operations Committee is responsible for oversight of the overall

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operational needs of the facilities of the Titan Student Centers including the budget, hours of operation, policy, planning, future projects, allocation of space and all other issues related to the facilities of the Titan Student Centers. The Committee makes a formal recommendation to the Board of Trustees on all actions.

- Clause 2. The Committee shall be composed of the Chair, Vice Chair for Facilities and Operations, two (2) student trustees, faculty representative, University Presidential Appointee, ASI President or designee, and ASI Board of Directors Chair or designee, as voting members. The ASI Associate Executive Director, ASI Director of Leader and Program Development, ASI Associate Director of Titan Student Union, and ASI Associate Director of Titan Recreation as non-voting members.

Section 15. **PROGRAM AND SERVICES COMMITTEE**

- Clause 1. The Programs and Services Committee is responsible for oversight of the overall program and services of the Titan Student Centers including the development and evaluation of programs and services, acquisition of student art, operations of the Titan Student Centers food services and all other related programs and services issues for the Titan Student Centers. The Committee makes a formal recommendation to the Board of Trustees on all actions.
- Clause 2. The Committee shall be composed of the Chair, Vice Chair for Program and Services, two (2) student trustees, faculty representative, University Presidential Appointee, ASI President or designee, and ASI Board of Directors Chair or designee, as voting members. The ASI Associate Executive Director, ASI Director of Leader and Program Development, ASI Associate Director of Titan Student Union, and ASI Associate Director of Titan Recreation as non-voting members.

Section 16. **MARKETING AND OUTREACH COMMITTEE**

- Clause 1. The Committee on Marketing and Outreach is responsible for oversight of the overall marketing and outreach for the Titan Student Centers including providing feedback on print material, website design, marketing campaigns and all other related marketing and outreach initiatives for the Titan Student Centers. The Committee makes a formal recommendation to the Board of Trustees on all actions.
- Clause 2. The Committee shall be composed of the Chair, Vice Chair for Marketing and Outreach, two (2) student trustees, faculty representative, University Presidential Appointee, ASI President or designee, and ASI Board of Directors Chair or designee, as voting members. The ASI Associate Executive Director, ASI Director of Leader and Program Development, ASI Associate Director of Titan Student Union, and ASI Associate Director of Titan Recreation as non-voting members.

- Section 17. **BYLAW AMENDMENTS** The Board of Trustees bylaws may be amended, or new guidelines adopted at any meeting of the Board of Trustees by a two-thirds vote of the membership. All amendments are subject to a majority approval by the Associated Students Inc. Board of Directors.

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**ARTICLE VII**

**ELECTIONS DIRECTOR**

Section 1. **DUTIES**

- Clause 1. The Elections Director shall oversee ASI Elections (hereafter referred to as elections).
- Clause 2. The Elections Director shall be accountable for implementing and enforcing all provisions of these Bylaws that pertain to elections.
- Clause 3. The Elections Director shall be charged with the recruitment, oversight, and training of the Elections Campaign Team, and the Elections Polling Assistants.
- Clause 4. The Elections Director shall organize elections and shall encourage voter participation through legal and acceptable means.
- Clause 5. The Elections Director shall chair the Elections Judicial Council.
- Clause 6. The Elections Director shall maintain impartiality towards elections and election issues.
  - a. The Elections Director shall not campaign in any election nor publicly support any candidate or cause in any election they are overseeing.
  - b. The Elections Director shall not hold an office within ASI during their term. The Elections Director shall sign an ASI Conflict of Interest Agreement.
  - c. The Elections Director 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 Director shall consult the ASI Executive Director first.
- Clause 8. The Elections Director shall conduct all business related to the election process in compliance with University policies and State and Federal laws.
- Clause 9. The Elections Director may make a recommendation to the ASI Board of Directors to remove any member(s) from the ASI Elections Team.
- Clause 10. The Elections Director is responsible for reassessing and reevaluating current practices pertaining to ASI Elections.
  - a. The Executive Director shall reevaluate the Titan Student Centers Board of Trustees coalitions by Spring 2019.
- Clause 11. The Elections Director shall report to the ASI Board of Directors summarizing the election and proposes any recommendations for next year by the next scheduled report following the elections reveal.

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- Clause 12. The Elections Director shall submit a budget request for the next fiscal year to the Vice Chair/Treasurer of the Board of Directors in compliance with the established budget process and deadlines.

Section 2. **APPOINTMENT**

- Clause 1. The Elections Director shall be appointed by the incumbent President and confirmed by a majority vote of the ASI Board of Directors.
- Clause 2. The Elections Director 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.
- Clause 3. The Elections Director 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 Director, the President shall appoint a new Elections Director confirmed by a majority vote of the ASI Board of Directors.

- Section 3. **COMPLAINTS** against the Elections Director, Elections Campaign Team, 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 Director. Complaints against the Elections Director shall be processed as provided in Article XIII, Section 1.

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**ARTICLE VIII**

**ELECTIONS CAMPAIGN TEAM**

**Section 1. ELECTIONS CAMPAIGN TEAM**

- Clause 1. The Elections Campaign Team shall be responsible for promoting ASI Elections and encouraging participation and promotional events for ASI Elections. The Elections Campaign Team shall be composed of the following: one (1) Marketing Coordinator, one (1) Outreach Coordinator, and one (1) Programs Coordinator.
- Clause 2. The Elections Campaign Team shall encourage students to run prior to the Petition for Candidacy form due date, promote voter participation prior to and throughout the election, plan and execute ASI Elections events, and have thorough knowledge and understanding of election rules and procedures.
- Clause 3. The Elections Campaign Team shall complete any other tasks assigned by the Elections Director.
- Clause 4. Members of the Elections Campaign Team cannot be given polling assistant position during the days of the election.
- Clause 5. Conduct
  - a. Elections Campaign Team members shall maintain an impartial attitude and shall not campaign in any election in which they are working.
  - b. Elections Campaign Team members shall not hold an office within ASI during their term. Elections Campaign Coalition members shall sign an ASI Conflict of Interest Agreement.

**Section 2. APPOINTMENTS**

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

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**ARTICLE IX**

**ELECTIONS: GENERAL**

**Section 1. ELECTIONS SCHEDULE**

- Clause 1. Election of the President, Vice President, Board of Directors, and Titan Student Centers Board of Trustees shall be held Tuesday through Thursday, two weeks prior to Spring Recess.
- Clause 2. Public notice of an election must be given to student body 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. A candidate shall be defined as one (1) student who has filed the “Petition for Candidacy” forms, attended the mandatory candidate orientation, and fulfilled the requirements to run for office as stated in Article XI Qualifications.
- Clause 3. A candidate team shall be defined as two (2) students whom have filed the “Petition for Candidacy” forms, attended the mandatory candidate orientation, and fulfilled requirements to run for office as stated in Article XI Qualifications with the intention of running for ASI President and Vice President.
- Clause 4. A coalition shall be defined as a group of no more than two (2) Titan Student Centers Governing Board candidates for separate positions. To be officially recognized as a coalition, each student must disclose membership to the coalition in the “Petition for Candidacy” forms and therefore contractually agree to campaign together throughout the duration of the election.
- Clause 5. The meeting time, date, and location shall be stated on the Petition for Candidacy forms.
- Clause 6. 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 7. 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

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campaigning will result in removal from the ballot.

Clause 8. Candidates may run for only one elected position during a single election.

**Section 3. VOTING PROCEDURES**

Clause 1. Voting will open at 8:00 A.M. on the first polling day of elections until 8:00 P.M. on the final day.

Clause 2. A candidate must use their name on record with the University on the ballot. The order of the candidates appearing on the ballot shall be determined by a random drawing of names that shall occur at the candidate orientation.

Clause 3. 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 4. 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 only be allowed to cast a single ballot in one of the colleges in which they are enrolled.
- 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.

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- Clause 5. When voting for the Titan Student Centers Board of Trustees members, a student will vote on a single ballot for up to ten positions.
- Clause 6. At the end of the last day of voting, the votes shall be tallied by the Elections Director and all write-in ballots shall be verified and counted.
- Clause 7. After votes have been counted, the Elections Director shall announce the winner(s) of each race.
- a. Once finalized, the names of the winners shall be posted outside the ASI Executive Offices, and the results shall be released to the public. Interim results will not be released to the public.
  - b. The posting of the results shall constitute notification of the results to all candidates.
- 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. Write-in candidates may run for any one office of their choice for which an election is being held. Write-in candidates must inform the Elections Director of the office for which they intend to run by completing an Elections Packet and an ASI Conflict of Interest Agreement. These documents must be submitted to the Elections Director 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 candidate's 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 Director to be posted on the information page of the ballot as defined in ASI Policy Statement Concerning Elections, #506.

**Section 5. RECOUNTS**

- Clause 1. Recounts may be requested by any candidate for the position in which they are running if there is a reason to believe the count was inaccurate.
- Clause 2. Recounts must be requested within one (1) legal day of the final vote count for the election.
- Clause 3. The Elections Director shall recount the votes of the specific position requested within



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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 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 as 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 simulated election based on the new voting totals.

**Clause 3. Titan Student Centers Board of Trustees**

- a. The winners shall be the nine candidates who receive the most votes.
- b. If multiple candidates tie for tenth 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, depending on each individual voter's preference as stated on their ballot. The winners shall be determined by a simulated election based on the new voting totals.

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**ARTICLE X**

**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 of the Board of Directors 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 IX, 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 XI**

**INITIATIVE, REFERENDUM, AND RECALL**

- Section 1. **INITIATIVE** Legislation from the student body 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 student body. 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.
- Section 2. **REFERENDUM** The ASI Board of Directors will be empowered to direct the Elections Director to place certain matters, including constitutional changes or business, before the student body.
- 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, Executive Vice President, or Titan Student Centers Board of Trustees Student-At-Large 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 or Titan Student Centers Student-At-Large, 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.

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

**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 CSU Fullerton 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 CSU Fullerton semester grade point average of 2.0 and a CSU Fullerton cumulative grade point average of 2.5 for all classes at CSU Fullerton 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 CSU Fullerton. 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 their 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.
  - b. A student with an undeclared major may not run as a write-in candidate for more than

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one academic college. A student with an undeclared major running as a write-in candidate must inform the Elections Director 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 their 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 Director 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 Experience.

**Clause 5.** Presidential and 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, the ASI Executive Officers, or the Titan Student Centers Board of Trustees 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 concerning the qualifications

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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 XIII**

**CAMPAIGN CONDUCT AND RESPONSIBILITY**

**Section 1. EXPENSES**

- Clause 1. All candidates must submit an Election Expense Report to the Elections Director 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 Director. 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. ESTABLISHMENT OF VIOLATION SYSTEM**

- Clause 1. The purpose of the Campaign Violation System is to hold candidates, candidate teams, and coalitions responsible for threatening the democratic process, committing ethical breaches, interfering with the mission of the Associated Students, threatening the safety of the campus, and violating Associated Students and University protocols. Any candidate, candidate team, or coalition found before the Elections Judicial Council to have committed violations shall be subject to punishment by the guidelines set forth in Article XIV Enforcement.
- Clause 2. Campaigning shall be defined as any effort by any individual or group to influence the decision of any potential voter in support or against any candidate, candidate team, or coalition appearing on the ballot through the use of verbal or nonverbal interaction, electronic correspondence of any kind, use of physical materials, or the use of any persons as an intermediary to communicate the same.
- Clause 3. Violations will be categorized into three (3) separate classes to mirror a "three strikes" system for candidates. Each class of violations carries a nominal strike value. Candidates who receive three strikes, in whichever combination of offenses, are immediately disqualified from the elections.

**Section 3. CLASS A (AUTOMATIC DISQUALIFICATION) VIOLATIONS**

- Clause 1. Class A (Disqualifiable) Violations shall carry three (3) strikes. If a candidate commits any of the following, the candidate is automatically disqualified from the election:



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- a. Interfering with the polling, voting, or vote count mechanism.
- b. Engaging in any of the following activities in relation to a campaign: larceny, burglary, robbery, fraud, theft, embezzlement, extortion, blackmail, arson, or destruction of property; physical abuse, including but not limited to assault, battery, sexual assault, threats of violence, stalking, hazing, terrorizing conduct, or other conduct that threatens the health or safety of any person; sexual, racial, or other forms of harassment. Harassment is defined as conduct that is so severe and/or pervasive, and objectively offensive and that so substantially impairs a person's access to Associated Students or University programs or activities that the person is effectively denied equal access to the Associated Students or University's resources and opportunities; illegal possession, use, or manufacture of destructive devices or weapons.
- c. Perjury, destroying evidence, tampering with evidence or witnesses, or knowingly providing false information, evidence, or testimony to the Elections Director or Board of Directors in a way which substantially affects the outcome or integrity of the electoral or judicial processes
- d. Using Associated Students authority, facilities, funds, or resources for campaign purposes to an extent which substantially affects the outcome or integrity of the election.
- e. Severely misrepresenting or failing to report sources of funding or severely misrepresenting or failing to report expenditures to an extent which substantially affects the outcome or integrity of the election.
- f. Submitting multiple ballots, modifying any ballot other than one's own, or submitting a ballot for another person.
- g. Bribing any voter or group of voters which includes giving items (e.g. campaign branded items or items of negligible value such as promotional items or items under 5 [five] dollars) with the intent of an exchange for a vote for the candidate(s), candidate team(s), or coalition(s). Items may be freely given to voters, however the intent to withhold or exchange items to solicit votes or other services is forbidden.
- h. Bribing, conspiring with, claiming an endorsement of, or otherwise corruptly influencing an Elections Campaign Team, elections polling assistant, or any other person involved with the operation of the election.
- i. Intimidating, impeding, threatening, or retaliating against voters, parties of a Board of Directors appeals case, Elections Campaign Team, Elections Judicial

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Council members, elections polling assistants, candidates, potential candidates, or other persons related to the election.

- j. Severely obstructing justice to an extent which substantially affects the outcome or integrity of the judicial processes including, but not limited to, obstructing an investigation by the Elections Judicial Council.
- k. Failing to submit an Elections Expense Report or severely misrepresenting sources of funding.
- l. Failing to appear at a formal hearing before the ASI Board of Directors.

Section 4. **CLASS B (MAJOR) VIOLATIONS**

Clause 1. Class B (Major) Violations shall carry two (2) strikes. If a candidate commits any of the following, the candidate will acquire two (2) strikes against their campaign and, the official ballot shall reflect the specific violation and circumstance:

- a. Systematically or repeatedly and willfully destroying, defacing, covering, moving or removing from their places, posters, signs, banners, leaflets, or flyers representing student organizations and/or University departments.
- b. Filing malicious, frivolous, misleading, or bad faith charges or complaints against any candidate, candidate team, coalition, proponent, or opponent in the Elections Judicial Council. If an individual engages a third party to file such charges, both individuals shall be held responsible.
- c. Using any means of unsolicited electronic communication “spam” to campaign (electronic mail, phone, message, text, social media). “Spam” shall be defined to include any unsolicited electronic communication that does not meet at least one of the following criteria: the recipient initiated contact regarding campaign matters through the same communication medium with the author; the recipient gave their contact information for the same communication medium to the author’s campaign; the communication is sent through a social network and the recipient has the author as a connection/friend/etc. on the same social network; the recipient has had non-campaign related contact with the author through the same communication medium within the past three months; the communication is sent through a listserv/group message mechanism run by some organization and the author has permission from the leadership of that organization or is a member in good standing of that organization and the communication clearly indicates the group/listserv through which it is sent. This criteria shall not be valid for group messages sent to an entire class, academic program, or other groups/listservs which students are required to be or automatically are members of.
- d. Actively campaigning or posting campaign materials before the mandatory Candidate Orientation.
- e. Willfully damaging or destroying the campaign materials of another candidate.

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- f. Using the intellectual property of another person or organization to campaign, without the permission of the rightful owner. Candidates shall obtain permission in writing. Action for this violation can only be brought by or on the complaint of the rightful owner.
- g. Willfully violating an order from the Elections Judicial Council.
- h. Providing false or misleading information, evidence, or testimony to the Elections Judicial Council.
- i. Using internet enabled devices to acquire votes during the voting period. This includes cell phones, tablets, laptops, and other devices that may access the elections ballot.
- j. Purchasing paid campaign advertising, or soliciting unpaid campaign advertising, in a University or Associated Students affiliated publication.
- k. Using California State University, Fullerton, or Associated Students authority, facilities, funds, or resources for campaign purposes. The use of authority includes, but is not limited to, any action which would reasonably suggest that the Associated Students, or any unit thereof is taking a stance on or participating in a campaign. The use of facilities includes, but is not limited to, posting campaign materials, the use of facilities for storage of campaign materials, and their use for meetings related to campaigns.
- l. Claiming an endorsement of an individual, group, organization, party, etc. without their/its consent. Candidates should, but are not required, to obtain endorsements in writing.
- m. Obstructing justice including, but not limited to, obstructing an investigation by the Elections Judicial Council or its agents and obstructing the functioning of the Elections Judicial Council.
- n. Campaigning or posting campaign materials within any of the following locations: within or on the grounds of any university operated residential housing or residential dining commons. This section shall not prohibit the posting of materials inside residential rooms, including on windows, provided that the permission of all residents living in that room is obtained. This section shall not prohibit solicited campaign activities within a residential room (for example a campaign team meeting), provided that the permission of all residents living in that room is obtained. This section shall not be interpreted to allow campaign agents to attempt to solicit such permission from the hallway or grounds of the residential housing.
- o. Disseminating information intended to mislead or deceive voters as to the mechanics of the election or intentionally disseminating information that is objectively and provably false on matters pertaining to the University or the Associated Students.

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**Section 5. CLASS C (MINOR) VIOLATIONS**

Clause 1. Class C (Minor) Violations shall carry one (1) strike. If a candidate commits any of the following the candidate will acquire one (1) strike against their campaign, and the official ballot shall reflect the specific violation and circumstance:

- a. Violating the University Posting Policy.
- b. Persistently blocking any entrance or tight space, or otherwise significantly restricting the flow of vehicular or pedestrian traffic on campus.
- c. Distributing food and/or beverage, with the exception of unopened water bottles and prepackaged snacks.
- d. Using University or Associated Students property that is not openly accessible to all students to produce copies of any campaign material or promote an individual candidate.
- e. Falsely claiming a past or current position, title, membership, award, other affiliation, etc. with an individual, group, organization, party, etc. When applicable, membership deemed shall be defined as being a member in good standing. Past membership, affiliation, etc. must be noted as such.
- f. Using the name of any person without prior written consent of that individual. Any materials in violation will be seized and destroyed by the Elections Director.
- g. Leaving or posting campaign materials in any campus computer lab or classroom containing computers provided by the university.
- h. For Board of Trustees candidates, officially or unofficially campaigning with another candidate not formally part of your coalition. Coalitions may only be formed during the filing for candidacy period.
- i. Officially or unofficially receiving a public endorsement from faculty, staff, administration, non-student employees, departments, or colleges of the University.

**Section 6. ENDORSEMENT**

Clause 1. Any unit, body, or office of the Associated Students shall be prohibited from promoting or discouraging a vote in favor or against any candidate, candidate team, or coalition in any election (including recall elections).

Clause 2. Any unit, body, or office of the Associated Students shall be prohibited from promoting or discouraging a vote in favor or against any proposition in any election.

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- Clause 3. Any organization receiving sponsorship or funding from the Associated Students shall be prohibited from spending any Associated Student funds or using any resources to promote or discourage a vote in favor or against any proposition, candidate, candidate team, or coalition in any election.
- Clause 4. Individual officials of an organization receiving sponsorship or funding from the Associated Students may express their individual views in support or opposition of a candidate (including themselves), candidate team, or coalition. In expressing such views, they may identify themselves as officials of their organization, provided it is clear they are not speaking for the Associated Students, their organization, or the student body as a whole.
- Clause 5. No support may be solicited for any candidate, candidate team, or coalition 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.

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**ARTICLE XIV**

**ENFORCEMENT**

**Section 1. COMPLAINTS**

- Clause 1. The Elections Judicial Council shall exist to hear all formal complaints pertaining to the conduct of any candidate, candidate team, or coalition. The Elections Judicial Council shall be chaired by the Elections Director and shall be comprised of the a member of the Elections Team, a member of the Board of Directors, a member of the Executive Team, and a member of the Titan Student Centers Board of Trustees. All members of the Elections Judicial council must be graduating seniors and/or have no conflicts of interest as it pertains to responding to formal elections complaints.
- Clause 2. Members of the Elections Judicial Council shall be chosen by the last Board of Directors meeting of the fall semester.
- Clause 3. Any individual having knowledge of a violation of Article XIII may make a written complaint to the Elections Judicial Council.
- Clause 4. Formal complaints can be filed electronically on the ASI website.
  - a. A complaint must state the who, what, where, when, and how of the violation.
  - b. The complaint must be electronically signed and have a valid contact phone number or email. Anonymous complaints will not be considered.
  - c. Incomplete forms will not be accepted.
- Clause 5. Election complaints must be submitted within 24 hours of the infraction. All formal complaints filed after 24 hours of the infraction will not be considered by the Elections Judicial Board unless the severity of the violation warrants consideration.
- Clause 6. The Elections Judicial Council shall investigate all formal complaints and determine if action is needed within 24 hours of the formal complaint being received.
- Clause 7. With or without formal complaint, the Elections Judicial Council will investigate and act on violations it is aware of within five (5) legal days.
- Clause 8. Complaints must be proven at a special meeting of the ASI Board of Directors with the burden of proof being on the complainant.
- Clause 9. All eligible complaints must be reviewed and investigated before the election can be certified.

**Section 2. PENALTIES**

- Clause 1. All members of candidate teams and coalitions shall be held responsible as individuals for

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any violation accrued by a member of their candidate team or coalition.

- Clause 2. Any violation of Article XIII of these Bylaws may result in a consequence including suspension or revocation of any publicity, posting, campaigning privileges; posting electronic notice of candidate violations on the ballot; and/or automatic disqualification and shall be administered at the discretion of the Elections Judicial Board. 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 Judicial Council.
  - b. All violations shall be thoroughly documented by the Elections Director as all violations are subject to appeal to the ASI Board of Directors.
  - c. Each candidate or candidate team who has accrued three strikes of any offense will automatically be disqualified. The recommended penalties left to the discretion of the Elections Director are as follows:
    - I. The first violation shall result in a verbal warning.
    - II. 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.
    - III. The third violation shall result in automatic disqualification.
  - d. The Elections Director and Elections Team reserve the right to remove any campaign materials in violation of Article XIII, Section 3, 4 and/or 5 of the Bylaws.

**Section 3. APPEALS**

- Clause 1. When a decision has been made by the Elections Judicial Council concerning a formal complaint, any party identified in the complaint or receiving consequences as a result of the complaint may appeal the decision to the ASI Board of Directors.
- Clause 2. Once notified of the appeal, the Board of Directors will conduct a formal hearing at the next Board of Directors meeting. All parties identified in the elections complaint will be required to attend the hearing, including a member of the Elections Judicial Council to explain to the Board of Directors how the council arrived at their decision. An individual shall be exempt from appearing before the ASI Board of Directors if they can show a valid health excuse, out of town commitment, death in the family, employment obligations, exam/paper due twenty-four hours following the case, observance of a religious holy day or ceremony which prevents attendance, an academic commitment during the meeting time, jury duty or mandatory appearance for legal/administrative proceedings during the meeting time, a force majeure which prevents attendance (this shall be defined as an chance occurrence or unavoidable accident that is not the result of negligence or misfeasance by the individual).

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- Clause 3. Once the Board of Directors has reached a verdict on the appeal through a formal vote, there shall be no further course of action for all parties involved in the hearing.