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**ASI POLICY STATEMENT #101**

**POLICY CONCERNING CORPORATE IDENTIFICATION**

The intent of this policy is to insure proper identification of the ASI Corporation and its programs and services.

Associated Students, California State University, Fullerton, Inc. is the legal name of this corporation and must be utilized in all contracts and legal documents involving the corporation. The corporation is also recognized as the “ASI”, “Associated Students, Inc.”, and “Associated Students, CSUF, Inc.” These references may be used in marketing and public relations efforts and other non-legal forms.

The term “ASI” shall be used throughout this policy manual and shall be construed to mean the Associated Students, California State University, Fullerton, Inc.

The Board shall determine a common logo, abbreviation, color, and other identifying marks to be used by offices, programs, and services of the Associated Students, Incorporated. Telephone numbers, mailing addresses and specific identification of each program or service may be included on official stationary, business cards and publicity.

Approved as policy statement on December 6, 1983  
Amended: January 15, 2004  
Renumbered from #001: November 28, 2006

**ASSOCIATED STUDENTS, CSUF, INC.  
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**ASI POLICY STATEMENT #102**

**POLICY CONCERNING EXECUTIVE ORDERS**

All Executive Orders shall be numbered and copies shall be available on request to any member of the Associated Students, Incorporated.

Approved as policy statement December 6, 1983  
Renumbered from #006: December 7, 1999  
Renumbered from #005, November 28, 2006

**ASSOCIATED STUDENTS, CSUF, INC.  
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**ASI POLICY STATEMENT #103**

**POLICY CONCERNING COMMITTEE HANDBOOKS**

There is a need for continuity from semester to semester in each of the standing committees of the Associated Students Board of Directors, and there is a need for a documented record of past actions and considerations of each committee, not only for public record but also to preserve long-term goals within the committees over time. There is a need for background information of past actions/considerations of each of the committees for the reference of new members to those committees.

Each of the Standing Committees of the ASI Board of Directors shall develop and maintain its own Committee Policy Handbook. This Handbook shall, at least, consist of a brief record of all major actions or proposals of the committee during the course of the semester, along with recommendations by the current committee of any actions/proposals that it feels should be continued in following semesters: and that this Handbook shall be maintained by the committee chairs (or their designee) on a semester basis.

Approved as policy statement on October 18, 1983  
Renumbered from #009: December 7, 1999  
Renumbered from #007: November 28, 2006

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**ASI POLICY STATEMENT #104**

**POLICY CONCERNING PLEDGE COMMITMENTS**

A pledge of commitment to the duties of the office is required of all student leaders receiving a financial award. The pledge must be submitted at the time of assumption of duties of the position. A new pledge must be submitted for a new or different position. The current form is attached for documentation. Completed pledges will be retained by the Associated Students, Inc. Executive Director with other conflict-of-interest statements.

Approved as policy statement on October 29, 1996  
Amended: May 18, 1999  
Renumbered from #010: December 7, 1999  
Amended: February 17, 2004  
Renumbered from #008, November 28, 2006  
Amended: May 28, 2013

**ASSOCIATED STUDENTS, CSUF, INC.  
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**ASI POLICY STATEMENT #105**

**POLICY CONCERNING PRESIDENTIAL APPOINTMENTS TO COMMITTEES OF  
ASI, THE ACADEMIC SENATE, AND UNIVERSITY COMMITTEES**

All student appointments to ASI Committees shall be Presidential Appointments. This does not include the appointment of members of the ASI Board of Directors to ASI Committees.

All student appointments to Academic Senate Committees and University-Wide Committees shall be Presidential Appointments. Exceptions shall be made when the Academic Senate Committee or University –Wide Committee has established specific appointment guidelines.

All Presidential Appointments of this nature must be enrolled and in good standing at the time of appointment. Failure to meet and maintain these qualifications will result in ineligibility for appointment.

Approved as policy statement on March 6, 1984  
Amended: November 26, 1985 (item 2)  
Renumbered from #012: December 7, 1999  
Amended: February 17, 2004  
Amended: April 19, 2005  
Renumbered from #010, November 28, 2006

**ASSOCIATED STUDENTS, CSUF, INC.  
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**ASI POLICY STATEMENT #106**

**POLICY CONCERNING SPECIAL ASI PARKING PRIVILEGES**

The Associated Students, Inc. shall be allotted twenty-nine (29) Faculty/Staff parking permits to facilitate easy access to parking areas close to the ASI offices and assure available parking space for officers maintaining a regular schedule of hours devoted to A.S. duties and functions. The following officers shall each receive a Faculty/Staff decal by virtue of his/her position.

All student members of the ASI Board of Directors (16)  
ASI President (1)  
ASI Executive Vice President (1)  
ASI Vice President of Finance (1)  
ASI Chief Administrative Officer (1)  
ASI Chief Governmental Officer (1)  
ASI Chief Communications Officer (1)  
ASI Elections Commissioner (1)  
ASI Productions Administrative Director (1)  
Titan Student Centers Governing Board Chair (1)  
Titan Student Centers Governing Board Vice Chair for Planning (1)  
Titan Student Centers Governing Board Vice Chair for Services (1)  
ASI Association for Inter-Cultural Awareness Administrative Chair (1)  
ASI Titan Tusk Force Administrative Director (1)

Upon resignation or removal of any of the above mentioned officers his/her Faculty/Staff parking permit shall be returned to the University Cashiers office within one week. The University Cashiers office will then give him/her a regular student permit for the remainder of the semester. Any student who is then appointed or elected to fill the vacant position shall receive the Faculty/Staff parking permit.

If the parking policy is abused by any of the above mentioned students, his/her Faculty/Staff parking permit will be revoked for the remainder of his/her term.

CSUF Faculty/Staff Parking permits must be purchased from the University Cashiers office at the regular cost by the above-mentioned officers who will each receive a letter from the Dean of Students office giving him/her permission to purchase a permit.

Approved as policy statement on December 11, 1984

Amended: October 31, 1995

Amended: May 14, 2013

Renumbered from #013: December 7, 1999

Amended: February 12, 2002

Amended: September 6, 2005

Amended: June 22, 2006

Renumbered from #011, November 28, 2006

Amended: February 2, 2010



**ASSOCIATED STUDENTS, CSUF, INC.  
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**ASI POLICY STATEMENT #107**

**POLICY CONCERNING AGENDAS FOR BOARD OF DIRECTORS' MEETINGS**

1. All items shall be sponsored by a member of the Board of Directors.
2. Directors sponsoring items shall provide, to the ASI Executive Assistant, a written (either typed or printed) copy of the proposed action and all supporting documents three or more legal days prior to the Board of Directors or Committee meeting. This shall include the brief description of the item to appear on the agenda.
3. The Executive Assistant shall sign, date, and indicate the time of submittal on each proposal.
4. Items coming from committee shall be placed on the agenda before items from individuals.
5. The Executive Assistant shall make available, for public inspection, a copy of each proposal.
6. All items on the agenda, including those to be discussed in closed session, shall contain a brief general description (not to exceed twenty (20) words) of the item. Items with a financial component shall also include the amount and source of funds involved.
7. The agenda shall specify the time, date, and location of the meeting, and shall be posted in an area of the campus which is publicly accessible twenty-four hours per day.
8. Nothing in this policy is to be interpreted as prohibiting the Board from reordering the agenda at the time of the meeting.

Approved as policy statement on March 12, 1985  
Amended: October 1, 1985  
Renumbered from #014: December 7, 1999  
Amended: November 6, 2001  
Renumbered from #012, December 28, 2006

**ASSOCIATED STUDENTS, CSUF, INC.  
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**ASI POLICY STATEMENT #108**

**POLICY CONCERNING PRESIDENTIAL APPOINTMENT(S) APPROVAL BY THE BOARD OF DIRECTORS**

Approval by the Board of Directors, of paid appointments, shall be governed by the following Policy:

1. A copy of the Presidential Appointee's application will be submitted to each board member prior to the meeting in which the Presidential Appointee's approval appears on the agenda.
2. The following information shall be contained in a data sheet attached to the application.
  - a. The number of applications received for the position.
  - b. Those involved in the interviewing process.
  - c. A short summary of the position for which the person is being approved.

Policy Concerning All Other Appointed Positions.

3. A list of committee appointee(s) must be posted at least three (3) working days before potential appointees can actively participate in their respective Committees.
  - a. Posting areas shall include, but are not limited to, ASI Executive Offices (TSU-207) and/or a posting area of the ASI.
4. Every other week the ASI President must submit to the membership a list of all vacancies that require a Presidential appointee.
  - a. The above mentioned list of Presidential appointments shall be distributed via posting in the ASI Executive Offices (TSU-207), and/or a posting area of the ASI.

Approved as policy statement on October 29, 1985

Amended: March 18, 1986

Amended: October 3, 1989

Amended: November 28, 1989

Renumbered from #015: December 7, 1999

Amended: February 17, 2004

Amended: May 2, 2006

Renumbered from #013, November 28, 2006

**ASSOCIATED STUDENTS, CSUF, INC.  
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**ASI POLICY STATEMENT #109**

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**POLICY CONCERNING VACATED BOARD OF DIRECTOR SEATS**

This policy is designed to fill Board of Directors seats vacated due to resignation, recall, ineligibility or death.

Any person who assumes an ASI Executive Officer position while concurrently holding a voting seat on the ASI Board of Directors, is required to officially resign their former seat to the Chair of the Board before the new position is assumed.

If a vacancy on the Board of Directors exists between the election and the end of the second week of classes of the next spring semester, the ASI President will recommend that the first runner-up from the previous general election in the College in which the vacancy exists fill that vacancy, subject to majority approval by the Board of Directors.

If approved by the Board, the new Director will serve until the end of the current term in the College in which the vacancy exists.

This policy does not apply to the second runner-up or anyone who received fewer votes than the first runner-up when there is one vacant position in the college.

If more than one position is vacant in a single college, the second runner-up may be recommended to the Board by the President.

This policy does not apply to the third runner-up or anyone who received fewer votes than the second runner-up.

This policy does not apply to any person who has been disqualified under the ASI by-laws.

This policy does not apply to any runner-up who received less than 10% of the total number of valid votes cast in the previous general election in the College in which the vacancy exists.

This policy does not apply in the event of a tie for the position of first or second runner-up in the previous general election in the College in which the vacancy exists.

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**ASI POLICY STATEMENT #109**

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**POLICY CONCERNING VACATED BOARD OF DIRECTOR SEATS**

This policy does not apply to the Board members appointed by the President of the University or the Chair of the Academic Senate.

In the event Policy #109 cannot be followed, refer to ASI Bylaws Article IV Section IV.

Approved as policy statement on May 13, 1986  
Renumbered from #017: December 7, 1999  
Amended: September 19, 2000  
Amended: September 23, 2003  
Amended: May 2, 2006  
Renumbered from #015, November 28, 2006  
Amended: February 15, 2011  
Amended: September 13, 2016  
Amended: October 4, 2016

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**ASI POLICY STATEMENT #110**

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**POLICY CONCERNING RESPONSIBILITIES OF THE ASI BOARD OF DIRECTORS**

The following policy has been established in order for the members of Associated Students, Inc. Board of Directors to better serve their respective student constituencies and to make sure each member of the Board performs the duties of his/her position in an excellent and responsible manner.

Each member of the Board will be required to incorporate the following responsibilities into their personal job frame work.

1. Board members are required to attend (prepared and on time) for the entire duration of all meetings of the Board of Directors which take place every Tuesday from 1:15 – 3:45 P.M.
2. Board members are required to sit on an Associated Students, Inc. standing committee and be a liaison to at least one of the following: the Association for Inter Cultural Awareness (AICA) , Community Service Inter-club Council (CSICC), Sports Club Inter-club Council (SCICC), Mesa Cooperativa, the Black Student Union (BSU), the Resident Student Association (RSA), the Inter Fraternity Council (IFC), the National Pan-Hellenic Council (NPHC), PanHellenic Council (PHC), and the Multicultural Greek Council (MGC).
3. Directors of the Board are required to attend their college's Inter-club council meetings. If scheduling conflicts arise, the director(s) shall have regular contact meetings with their Inter-club council chair, Inter-club council members, and their assistant dean.
4. Directors of the Board shall establish and maintain weekly office hours (at least one hour a week and by appointment). These hours shall be posted on their respective college's bulletin board and outside the Board of Directors' office.
5. When time permits, the Board Chair may schedule ASI promotional events for the Board to carry out after the adjournment of Board Meetings.

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**ASI POLICY STATEMENT #110**

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**POLICY CONCERNING RESPONSIBILITIES OF THE ASI BOARD OF DIRECTORS**

6. Directors of the Board are required to keep in contact with their constituents, college-based Deans or Assistant/Associate Deans, and report to the Board on issues and concerns from their college. Two reports will be given each week during regularly scheduled Board of Directors meetings beginning the third week of the fall semester. The reports will be given in alphabetical order, with respect to the college's names.
7. No member of the ASI Board of Directors shall serve as an officer or director of an ASI program, funding council, or board.
8. No member of the ASI Board of Directors shall be employed by the Associated Students.

Approved as policy statement on May 13, 1986  
Amended: May 16, 1989  
Amended: November 5, 1991  
Amended: March 7, 1995  
Renumbered from #018: December 7, 1999  
Amended: November 11, 2003  
Amended: May 2, 2006  
Amended: May 9, 2006  
Renumbered from #016, November 28, 2006  
Amended: October 19, 2010  
Amended: May 28, 2013  
Amended: April 21, 2015  
Amended: April 21, 2016  
Amended: October 4, 2016

**ASSOCIATED STUDENTS, CSUF, INC.  
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**ASI POLICY STATEMENT #111**

**POLICY CONCERNING PUBLIC SPEAKING TIME AS A NON-ACTION AGENDA ITEM FOR BOARD OF DIRECTOR'S MEETINGS**

The Public Speaking Time is hereby established as a forum, which enables the Board of Directors and the ASI Standing Committees to receive feedback from their constituencies, and allows members of the campus community to update the Board of Directors on their campus concerns, and is in compliance with the Gloria Romero Open Meetings Act (Education Code Sections 89305 to 89307.4).

As established, Public Speaking Time is subject to the following rules:

1. Public Speaking Time shall consist of a total of fifteen (15) minutes to be divided equally among all public speakers. Those wishing to make use of this time may speak on any agenda item or other topic affecting higher education at the campus or statewide level during the regular Board of Directors' and Committee meetings.
2. Public Speaking Time shall be scheduled before any Business items are considered.
3. Public Speaking Time may be extended by a ruling of the Chair of the Board of Directors/Committee or by an action of the Board of Directors/Committee.
4. Public Speaking Time is set aside for the use of members of the campus community alone, except by special petition to the Chair.
5. Members of the Board of Directors/Committee may briefly respond to comments made or questions posed by public speakers. In no case shall such responses exceed one minute in length, except by special petition to the Chair.

For special meetings of the Board of Directors or Committees, a Public Speaking Time shall also be provided, not to exceed fifteen minutes (extendable by ruling of the Chair or action of the Board of Directors/Committee). For those meetings, the public speakers shall be restricted to addressing the items on the agenda. This time shall occur before consideration of the items.

Approved as policy statement on September 20, 1987

Amended: May 18, 1999

Renumbered from #020: December 7, 1999

Amended: November 6, 2001

Amended: December 2, 2003

Renumbered from #018, November 28, 2006

**ASSOCIATED STUDENTS, CSUF, INC.  
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**ASI POLICY STATEMENT #113**

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**POLICY CONCERNING DOCUMENT RETENTION AND DESTRUCTION**

**Purpose**

In accordance with the purposes of the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention, and destruction of documents received or created by the Associated Students, CSUF, Inc., (ASI) in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form, and incorporates guidelines as provided in the ASI/TSU Record Retention Procedures approved by the ASI Executive Director for how long certain documents should be kept, and how records should be destroyed (unless under a legal hold). The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records, and to facilitate the operation of ASI by promoting safe retention and efficient use of valuable storage space.

**Documentation Retention**

ASI follows the document retention policies outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule, will be retained for the appropriate length of time, as provided in the ASI/TSU Record Retention Procedures.

Corporate Records	Permanent
Construction Documents	Permanent
Fixed Asset Records	Permanent
Tax Records	Permanent
Contracts (after expiration)	7 years
Correspondence (general)	3 years
Financial/Banking Records	7 years
Payroll and Employment Tax Records	7 years
Employee/Personnel Records	Permanent
Retirement and Pension Plan Documents	Permanent
Accident Reports and Workers' Compensation Records	30 years
Donor and Grant Records	7 years
Legal, Insurance, and Safety Records	Permanent
Appraisals	Permanent
Copyright & Trademark Registrations	Permanent
Environmental Studies	Permanent
Real Estate Documents	Permanent
Stock and Bond Records	Permanent



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**POLICY CONCERNING DOCUMENT RETENTION AND DESTRUCTION**

**Electronic Documents and Records**

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

**Emergency Planning**

The records of ASI will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping ASI operating in an emergency will be duplicated or backed up at least every week and maintained off-site.

**Document Destruction**

The Executive Director, ASI, is responsible for the ongoing process of identifying its records and overseeing their destruction after they have met the required retention period.

Destruction of financial and personnel-related documents will be accomplished by shredding in such a manner that no part of the document is readable after it has been shredded. Personnel and financial documents must be kept in a secure area prior to destruction.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

**Compliance**

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against ASI and its employees and possible disciplinary action against responsible individuals. Any failure to comply with this policy must be reported to the Executive Director and Chair, Audit Committee. The Vice-President of Finance and the Director for Finance and Technology will periodically review this policy with legal counsel and/or the organization’s certified public accountant to ensure that it is in compliance with new or revised regulations.

Approved as policy statement on November 28, 2006  
Renumbered from #024, November 28, 2006  
Amended: March 4, 2008

**ASSOCIATED STUDENTS, CSUF, INC.  
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**ASI POLICY STATEMENT #115**

**POLICY CONCERNING SUBSTANTIVE CHANGES MADE TO THE ASI BYLAWS  
AND POLICY STATEMENTS**

All substantive changes made to the ASI Bylaws and/or Policy Statements shall be submitted to the -Vice Chair of the Board for review to assess the impact on existing policies and Bylaws. After said review by the -Vice Chair of the Board, proposed changes will be reviewed by the ASI Executive Director for further recommendations and legal analysis prior to being submitted to the -Governance Committee for approval. Once approved by the Governance Committee, the changes will be forwarded to the Board of Directors for final approval.

Approved as policy statement on July 14, 2001  
Amended: January 15, 2004  
Renumbered from #038, November 28, 2006  
Amended: May 14, 2013  
Amended: October 18, 2016

**ASSOCIATED STUDENTS, CSUF, INC.  
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**ASI POLICY STATEMENT #116**

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**POLICY CONCERNING EMERGENCY SITUATIONS AND EMERGENCY MEETINGS**

1. Action and/or discussion may be taken on an item not appearing on the posted agenda during a regular or special meeting of the Board of Directors only upon a determination by the Board of Directors that an emergency situation exists, pursuant to Education Code section 89305.5;
  - a. An “emergency situation” applies only when:
    - i. A work stoppage, or other activity which severely impairs public health, safety, or both exists;
    - ii. A crippling disaster that severely impairs public health, safety, or both has occurred.
  - b. To determine that an emergency situation exists, two-thirds of the total Board of Directors membership (or if quorum is established, but less than two-thirds are present, a unanimous decision of the members present is necessary) agrees that one of the criteria exists, and that emergency action should be taken.
  - c. The need for such action must have come to the attention of the Board of Directors after the agenda for the meeting was posted.
2. In the event of an emergency situation, an emergency meeting of the Board of Directors may also be called.
  - a. A minimum of one hours’ notice shall be provided before such a meeting is called to order. The criteria for when such a meeting may be called shall be identical to that of part 1(a) above, and it must be called by petition of a majority of the membership of the Board of Directors.
  - b. If any forms of communication are functioning, the Chair (or designee) shall attempt to contact every member of the Board of Directors, using the most recent contact list available, of the meeting time, location, and topic. The Chair (or designee) shall also perform their due diligence to inform the public, in any way possible, of the meeting.

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**POLICY CONCERNING EMERGENCY SITUATIONS AND EMERGENCY MEETINGS**

- i. If ~~any~~ no forms of communication are - functioning, this subsection is waived, and all persons shall instead be notified as soon as possible after the meeting, of the purpose and action taken (if any) at the meeting.
  - c. After any emergency meeting, the minutes of the meeting shall be publicly posted for a minimum of ten days. Included in the minutes shall be a list of the persons and organizations that the Chair (or designee) successfully notified, or attempted to notify. Also, a copy of actions taken (if any) and roll call vote(s) taken shall be included.
3. Under no circumstances may the Board of Directors meet in a closed session under discussion of an emergency matter, whether during a regular, special, or emergency meeting.

Approved as policy statement on November 6, 2001  
Renumbered from #040, November 28, 2006  
Amended: October 18, 2016

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**ASI POLICY STATEMENT #117**

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**POLICY CONCERNING COMPOSITION AND DUTIES OF COMMITTEES**

ALL COMMITTEES

All items brought before the Board should be referred to the proper committee.

Emergency situations, as defined by the Gloria Romero Open Meetings Act, may be immediately acted upon by the Board as defined by the Act. The committee must report each proposal, with the exception of the budget, back to the Board within two weeks.

The chair of each committee shall be responsible for presiding over committee meetings and reporting the committee's recommendations to the Board.

No committee shall consist of two Board members serving from the same college.

In the event a committee member should resign, a written notice of their resignation shall be submitted to the chair of the committee.

GENERAL COMPOSITION

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.

AUDIT COMMITTEE

The Audit Committee is a requirement of the ASI, in accordance with the Nonprofit Integrity Act of 2004. The committee shall be composed of four (4) directors from the ASI Board of Directors, one (1) member of the ASI Finance Committee, and one (1) voting member of the Titan Student Centers Governing Board. The previously stated members must be students. Other voting members of the committee shall include two members from the campus community. All members must be approved by the ASI Board of Directors with a majority vote.

The Act stipulates that the Audit Committee members may not be staff or unpaid volunteers in an operational position of the organization (ASI). Additionally, no member from an organization that has a financial interest in the ASI may serve on the committee.

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After appointing the members to the Audit Committee, the Board of Directors shall appoint one of the four directors to serve as chair of the committee.

The duties of the Audit Committee are as follows:

General Duties

The Audit committee has five areas of responsibility:

- 1) To make recommendations to the ASI Board of Directors regarding the selection and retention of the independent auditor. In addition, on behalf of the board, the Audit Committee may negotiate the compensation of the independent auditor.
- 2) To confer with the auditor to determine on behalf of the ASI Board of Directors 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) To approve the performance on non-audit services by the auditing firm.

Financial Reporting

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:

- 1) Quality of compliance controls
- 2) External reporting requirements
- 3) Materiality
- 4) 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

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the adequacy of internal controls over administration and accounting, compliance with all governing laws and regulation, 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.

Annual Report

The Chair of the Audit Committee will prepare a report for the ASI Board of Directors that will include, but not be limited to the following:

- 1) Give 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.
- 2) Indicate how any issues described in the management letter are immediately addressed by ASI management.
- 3) Detail discussions with management on the status of implementation of prior year recommendations and corrective plans, if any.
- 4) Evaluate the cooperation received by the independent auditor during its audit, including access to requested information and records.
- 5) Receive comments from management concerning the responsiveness of the auditor to the needs of the operation of the ASI.
- 6) Report on the discharge of the committee's responsibilities.

CHILDREN'S CENTER COMMITTEE

The purpose of the Children's Center Committee (hereinafter referred to as CCC), a standing committee of the ASI Board of Directors, is to provide a forum at which all constituents of the Children's Center may discuss issues relating to the operation of the program. CCC offers varied

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perspectives and expertise to assist the program in fulfilling its mission. The committee shall meet at least four times annually.

The CCC reviews and makes recommendations to the ASI Board of Directors, the Children's Center Director, and the Children's Center Parent Advisory Council regarding the following:

- 1) The Children's Center budget
- 2) The results of Parent Surveys
- 3) Program quality assessments
- 4) Children's Center strategic and operating plans
- 5) Collaboration with other CSUF entities and with community entities
- 6) The Children's Center Director shall bring management issues to the attention of the CCC for discussion and input.
- 7) Any member may bring agenda items before the CCC.
- 8) In addition, CCC may make recommendations to the University President regarding childcare issues pertaining to faculty and staff as appropriate.
- 9) Other matters pertaining to the Children's Center

The Children's Center Committee shall be composed of the following:

**Voting:**

ASI Board of Directors Chair or designee  
One (1) current student-parent who utilizes the ASI Children's Center  
Three (3) Directors from the ASI Board of Directors  
One (1) current faculty/staff parent who utilizes the ASI Children's Center  
University President's Appointee  
Academic Senate Appointee

**Non-Voting:**

Children's Center Director  
ASI Executive Director  
ASI Leader and Program Development Director  
University Chief Financial Officer or designee



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FINANCE COMMITTEE

The Finance Committee shall be composed of no more than four directors, the Vice President of Finance and up to eight Directors of the Board who shall make recommendations on financial matters. The Vice President of Finance will chair the Finance Committee.

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.

GOVERNANCE COMMITTEE

The Governance Committee shall be composed of four directors and the Vice Chair of the ASI Board of Directors. The Vice Chair of the ASI Board of Directors shall chair the committee. The Governance Committee shall make recommendations concerning policy, bylaws, and the articles of incorporation to the Board.

General Duties

The duties of the Governance Committee are as follows:

- 1) Review and update ASI Policies and Bylaws.
- 2) Fill vacancies on the ASI Board of Directors.
- 3) Hear concerns and offer advice and/or resolutions subject to Board approval.

DIRECTOR MEMBERSHIP

The Chair of the Board shall appoint directors for each standing committee. If there are not enough directors to fill the required number of seats on each committee the chair shall evenly appoint directors to the listed committees in the following order:

- 1) Finance Committee
- 2) Governance Committee
- 3) Audit Committee

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4) Children's Center Committee

Directors shall be appointed to other committees by the chair, unless specified, in no particular order.

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Approved as policy statement on December 6, 1983

Amended: October 23, 1984  
Amended: December 23, 1985  
Amended: February 4, 1986  
Amended: October 14, 1986  
Amended: May 8, 1990  
Amended: April 13, 1993  
Amended: November 30, 1993  
Amended: October 27, 1998  
Amended: December 7, 1999, renumbered from #007 and #008  
Amended: February 27, 2001  
Amended: May 15, 2001  
Amended: July 14, 2001  
Amended: February 26, 2002  
Amended: February 25, 2003  
Amended: December 9, 2003  
Amended: December 7, 2004  
Amended: October 11, 2005  
Amended: May 2, 2006  
Amended: September 5, 2006  
Amended: October 17, 2006  
Renumbered from #006, November 28, 2006  
Amended: February 19, 2008  
Amended: September 23, 2008  
Amended: March 3, 2009  
Amended: September 8, 2009  
Amended: September 27, 2011  
Amended: January 12, 2012  
Amended: April 23, 2013  
Amended: May 28, 2013  
Amended: September 3, 2013  
Amended: September 23, 2014  
Amended: January 20, 2015 (effective July 1, 2015)  
Amended: October 27, 2015  
Amended: November 8, 2016

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**POLICY CONCERNING ASI LEADERSHIP GRADUATION HONORS**

The purpose of this policy is to recognize graduating student leaders who have significantly contributed to ASI throughout their tenure at California State University, Fullerton. It will be the responsibility of the ASI President to determine eligibility and distribute the honors by and/or during finals week of the spring semester. Any exceptions to the honors eligibility requirements will be determined by the ASI President in consultation with the ASI Executive Officers. The appropriate paperwork must be submitted along with a verified Titan Pride Record, if applicable, and processed through the ASI Executive Offices (TSU-207).

**Requirements:**

To be eligible for honors, the graduating senior must accumulate the appropriate number of points for the honors designation. If committee and/or program membership is part of the leadership obligation of the student, it will not result in a point awarded. Points will be accumulated as follows:

**3 points** for each semester of ASI Leadership experience in:

- ASI Executive Officers
- ASI President & CEO
- ASI Executive Vice President
- ASI Chief Administrative Officer
- ASI Chief Communications Officer
- ASI Chief Governmental Officer

ASI Board Leadership

- ASI Chair
- ASI Vice Chair/Secretary
- ASI Vice Chair/Treasurer

ASI Titan Student Centers Governing Board Chair

**2 points** for each semester of ASI Leadership experience in:

ASI Board of Directors

- Directors for the College of Arts
- Directors for the College of Business and Economics
- Directors for the College of Communications
- Directors for the College of Education

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**POLICY CONCERNING ASI LEADERSHIP GRADUATION HONORS**

- Directors for the College of Engineering and Computer Science
- Directors for the College of Health and Human Development
- Directors for the College of Humanities and Social Sciences
- Directors for the College of Natural Sciences and Mathematics

Titan Student Centers Governing Board

- Vice Chair for Facilities/Operations
- Vice Chair for Marketing/Outreach
- Vice Chair for Programs/Services
- Student-At-Large Members

ASI Programming Board Directors

- AICA Chair
- ASI Productions Administrative Director
- Titan Tusk Force Administrative Director
- ASI Street Team Administrative Director

ASI Commissions Directors

- Environmental Sustainability Director
- Community Engagement Director
- Scholarship Director

ASI Elections Commissioner

ASI Camp Titan

- Camp Titan Co-Directors
- Camp Titan Staff

**2 points** for each semester of ASI Leadership experience in:

ASI Programming Board Coordinators and Vice Chairs

- AICA Vice Chair
- AICA Marketing and Events Coordinator
- AICA Diversity Coordinator
- ASI Productions Wednesday Concerts Coordinator
- ASI Productions Pub Thursday Concerts Coordinator
- ASI Productions Films and Media Coordinator
- ASI Productions Union and Special Programming Coordinators
- ASI Productions Fall Festival/Spring Concert Coordinator
- ASI Productions Sunday Productions Coordinator
- ASI Productions Pub Monday and Tuesday Coordinator

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**POLICY CONCERNING ASI LEADERSHIP GRADUATION HONORS**

- Titan Tusk Force Athletics Coordinator
- Titan Tusk Force Events Coordinator
- Titan Tusk Force Marketing Coordinator
- ASI Street Team Coordinator
- ASIP Irvine Campus Coordinators

ASI Commissions Vice Chairs

- Lobby Corps Vice Chair
- University Affairs Vice Chair
- Environmental Sustainability Vice Chair
- Finance Vice Chair

ASI Committee Coordinators

- Lobby Corps Advocacy Coordinator
- Lobby Corps Strategic Communications Coordinator
- Environmental Sustainability Waste and Energy Coordinator
- Environmental Sustainability Programming and Communications Coordinator
- Community Engagement Outreach Coordinator
- Community Engagement Public Relations Coordinators

ASI Chief of Communications Coordinators

- Outreach and Campus Relations Coordinator
- Social Media and Marketing Coordinator
- Special Events and Outreach Coordinator

**1 point** for each year of ASI Leadership experience in:

ASI Camp Titan

- Camp Titan Staff
- Camp Titan Counselors

**1 point** for each semester:

ASI Street Team

AICA Students-At-Large

Funding/Funded Councils

- President or Chair
- Vice President of Finance or Treasurer
- Vice President of Admin or Secretary
- Additional Members of the Executive Board

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**POLICY CONCERNING ASI LEADERSHIP GRADUATION HONORS**

When a graduating senior acquires the following points, written notification shall be submitted to the ASI Executive Offices (TSU-207) declaring candidacy for ASI Leadership Graduation Honors. Points shall be awarded as follows:

- 3-7 points: Cord (Intertwined Blue, Orange, and White)
- 8-11 points: Stole (Stole embroidered with graduating year and the ASI logo)
- 12+ points: Cord and Stole

Approved as policy statement on April 29, 2008

Amended: June 12, 2008

Amended: April 14, 2009

Amended: May 4, 2010

Amended: July 23, 2012

Amended: May 28, 2013

Amended: April 22, 2014

Amended: January 20, 2015

Amended: March 22, 2016

Amended: September 13, 2016

Amended: April 4, 2017

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**POLICY CONCERNING ELIGIBILITY FOR ASI LEADERSHIP POSITIONS**

At the time of application for a leadership position and throughout their term, the following ASI student leaders must meet and maintain the requirements outlined below. All students must also be in good standing and must not be on academic or disciplinary probation.

Category 1

Requirements:

**Unit Load** Undergraduate student leaders must earn six (6) semester units of credit each semester. Graduate student leaders must earn three (3) semester units of credit each semester; and

**Maximum Allowable Units** Undergraduate student leaders 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 leaders are allowed to earn a maximum of 50 semester units. Student leaders holding over that number of units will not be eligible; and

**Residency** Undergraduate student leaders must have been enrolled at CSUF for one semester preceding their application for a leadership position 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 leaders must have earned at least six (6) semester units per term of continuous attendance as a new graduate student to be eligible; and

**Grade Point Average** All student leaders holding a position within category 1 must be in good standing, must not be on probation, must have earned a CSUF semester grade point average of 2.0 and a CSUF cumulative grade point average of 2.5 for all classes at CSUF during the semester prior to their application, and must maintain these standards; and

**Faculty/Staff** A student leader may not be a member of the faculty or staff at CSUF. Graduate assistants shall not be considered faculty or staff.

Student Leader Positions:

ASI Executive Officers

- ASI President & CEO



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**POLICY CONCERNING ELIGIBILITY FOR ASI LEADERSHIPS POSITIONS**

- ASI Executive Vice President
- ASI Chief Administrative Officer
- ASI Chief Communications Officer
- ASI Chief Governmental Officer

ASI Board of Directors

- Directors for the College of Arts
- Directors for the College of Business and Economics
- Directors for the College of Communications
- Directors for the College of Education
- Directors for the College of Engineering and Computer Science
- Directors for the College of Health and Human Development
- Directors for the College of Humanities and Social Sciences
- Directors for the College of Natural Sciences and Mathematics

Titan Student Centers Governing Board

- Chair
- Vice Chair for Facilities and Planning
- Vice Chair for Programs and Services
- Vice Chair for Marketing and Outreach
- Students-At-Large

ASI Programming Board Directors

- AICA Chair
- ASI Productions Administrative Director
- Titan Tusk Force Administrative Director
- ASI Street Team Administrative Director
- ASI Elections Commissioner
- Camp Titan Co-Directors

Category 2

Requirements:

**Grade Point Average** All student leaders holding a position within category 2 must be in good standing, must not be on probation, must have earned a CSUF semester grade point average of 2.0 and a CSUF cumulative grade point average of 2.5 for all classes at CSUF during the semester prior to their application, and must maintain these standards.

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**POLICY CONCERNING ELIGIBILITY FOR ASI LEADERSHIP POSITIONS**

Student Leader Positions:

ASI Programming Board Coordinators and Vice Chairs

- AICA Vice Chair
- AICA Marketing and Events Coordinator
- AICA Diversity Coordinator
- ASI Productions Wednesday Concerts Coordinator
- ASI Productions Pub Thursday Concerts Coordinator
- ASI Productions Films and Media Coordinator
- ASI Productions Union and Special Programming Coordinators
- ASI Productions Fall Festival/Spring Concert Coordinator
- ASI Productions Sunday Productions Coordinator
- ASI Productions Pub Monday and Tuesday Coordinator
- Titan Tusk Force Athletics Coordinator
- Titan Tusk Force Events Coordinator
- Titan Tusk Force Marketing Coordinator
- ASI Street Team Coordinator

ASI Camp Titan Staff

ASI Commission Directors

- Scholarship Director
- Environmental Sustainability Director
- Community Engagement Director

ASI Commission Coordinators

- Lobby Corps Advocacy Coordinator
- Lobby Corps Events Coordinator
- Lobby Corps Promotions Coordinator
- Environmental Sustainability Programming Coordinator
- Environmental Sustainability Promotions Coordinator
- Environmental Sustainability Waste and Energy Coordinator
- Community Engagement Outreach Coordinator
- Community Engagement Public Relations Coordinators

Communications Commission Coordinators

- Campus Outreach Coordinator
- Social Media and Marketing Coordinator
- Events Coordinator

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**POLICY CONCERNING ELIGIBILITY FOR ASI LEADERSHIP POSITIONS**

Category 3

Requirements:

**Grade Point Average** All student leaders holding a position within category 3 must be in good standing, must not be on probation, must have earned a CSUF semester grade point average of 2.0 and a CSUF cumulative grade point average of 2.0 for all classes at CSUF during the semester prior to their application, and must maintain these standards.

Student Leader Positions:

ASI Commission Members

Committee Members

- Academic Senate Committee Representatives
- University-Wide Committee Representatives
- Ad-hoc Committee Representatives

Camp Titan Counselors

AICA Student-at-Large Members

ASI Street Team Members

Failure to meet and maintain these qualifications during the term will result in ineligibility for the position.

Approved as policy statement on March 2, 2010

Amended: July 23, 2012

Amended: May 28, 2013

Amended: April 22, 2014

Amended: January 20, 2015

Amended: March 22, 2016

Amended: September 13, 2016

Amended: April 4, 2017

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**POLICY CONCERNING CAMP TITAN FUNDRAISING**

The following policy is established to protect the integrity of legitimate Camp Titan Fundraising Projects.

Guidelines for Camp Titan Fundraising

1. All off-campus fundraising projects shall be conducted under the direct supervision of the ASI Leader and Program Development Director.
2. All on-campus fundraising projects shall be subject to prior approval by the ASI Leader and Program Development Director.
  - a. Fundraising authorization shall only be granted to Chartered Organizations.
  - b. The organization shall complete the *Report of Income and Expenses of Fundraising Activities by Chartered Organizations* and abide by fundraising procedures of ASI Leader and Program Development.
  - c. If the fundraiser is advertised and intended to solely benefit Camp Titan, the organization shall donate a minimum of 100% of their project's net profits to Camp Titan as reported on the *Report of Income and Expenses of Fundraising Activities by Chartered Organizations*.
  - d. If the fundraiser is to benefit more than one organization including Camp Titan, the organization will publicly state the percentage split as reported on the *Report of Income and Expenses of Fundraising Activities by Chartered Organizations*. The minimum amount of net proceeds for Camp Titan shall be 50%.
  - e. An ASI Trust account shall be established for the fundraiser. The ASI Leader and Program Development Director's signature shall be required for the release of funds from the account.
  - f. Camp Titan, Associated Students, Inc. will not be held liable for any losses incurred by the fundraiser.
3. A public notice of authorization shall be provided by the ASI Leader and Program Development Director for all approved projects.

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**POLICY CONCERNING CAMP TITAN FUNDRAISING**

4. As a non-profit tax donation, checks must be made payable to Associated Students, Inc.  
A receipt shall be furnished upon request.

Approved as policy statement on October 29, 1985

Renumbered from #016: December 7, 1999

Amended: April 11, 2006

Renumbered from #014, November 28, 2006

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**ASI POLICY STATEMENT #202**

**POLICY CONCERNING RESERVES AND WORKING CAPITAL**

OBJECTIVE:

To provide the Board of Directors with sufficient funds with which to address contingencies, emergencies, budgetary impacts; and, at the same time, to have adequate working capital to maintain programs, meet obligations, and other priorities of the Corporation, the Board establishes this policy.

The Board bases its policy on generally accepted good business practices and requirements for adequate reserves and capital as required in the Education Code, Section 89904 (b).

POLICY:

The Board of Directors will maintain a Working Capital Reserves equal to fifteen percent of the operating budget of combined activity fees and program revenues. When the Working Capital Reserves is less than the minimum required amount, the Board will allocate at least one percent of the combined revenues in the budget of each fiscal year into Working Capital Reserves until the required level is restored.

The source of funds for Working Capital Reserves is retained earnings.

In the case of non-emergencies, reserves may be used for expenditures that are considered to be "one-time-only" that will not require continued funding in the current year.

The Board will review the status of reserves in December of each fiscal year and have the option to transfer reserves to Contingency. The review will include a report by the Vice President of Finance on the reserve balance and Contingency budget activity in the current fiscal year. The Board may:

1. Allocate up to five percent of the budget from reserves to the Contingency budget of the current fiscal year to make the funds available to operations and programs.
2. Retain the remaining amount in the reserves for future allocation by the Board.

Approved as policy statement on October 3, 1989  
Amended: April 20, 1999  
Renumbered from #022: December 7, 1999  
Amended: March 22, 2005  
Renumbered from #020, November 28, 2006

Amended: October 7, 2008  
Amended: December 2, 2008  
Amended: November 1, 2011  
Amended: November 6, 2012

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**ASI POLICY STATEMENT #203**

**POLICY CONCERNING FUND-RAISED DOLLARS**

Programs of the Associated Students, Inc. engaging in fundraising shall be permitted to transfer any fund-raised monies remaining in their account at the end of the fiscal year to the programs General Revenue line-item for use the following fiscal year.

This policy shall exclude programs that generate revenue through ticket sales to offset operational costs. Only monies which were explicitly fund-raised shall be transferable. Unspent student fee monies shall continue to revert to the Associated Students, Inc. Reserve Account at the end of the fiscal year.

The unspent fund-raised monies shall be applied to the General Revenue line-item for the following fiscal year, and will not be taken into account during budget deliberations.

Approved as policy statement on October 8, 1991  
Renumbered from #025: December 7, 1999  
Amended: December 2, 2003  
Renumbered from #023, November 28, 2006

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**ASI POLICY STATEMENT #204**

**POLICY CONCERNING PUBLIC RELATIONS EXPENDITURES**

PURPOSE

Expenditures may be made from the Corporation's funds for public relations purposes when the activities have direct benefit upon the interest of the Corporation. While such expenditures may include meals for Corporate Members involved in the activity, the primary rationale must reflect the overall benefit to the Corporation.

SOLICITATION

Funds may be solicited from any entity provided that any funds received will be deposited fully with the Corporation. In accepting donations, potential costs incurred by the Corporation in future maintenance of the donations must be addressed prior to acceptance of the donation.

ALLOWABLE EXPENDITURES

Expenditures may be incurred for materials and supplies, meals, overnight lodging, and travel cooperating with guidelines established for the same purposes by staff and members. An amount up to 150% of the established guidelines except for travel may be authorized when approved in advance by the President of the Associated Students, Inc., the Vice President of Finance, the Associated Students, Inc. Executive Director and the Chief Financial Officer of the University.

ACCOUNTING CONTROL

All expenditures should be documented with receipts, invoices, and other materials as evidence of expenditures. The name of individuals participating in the public relations activity and receiving or benefiting from these expenditures shall be listed on check requests. The Associated Students, Inc. Executive Director will report to the Finance Committee at the last meeting of each semester any public relations expenditures made during the semester.

Approved as policy statement on May 12, 1992  
Renumbered from #027: December 7, 1999  
Amended: December 9, 2003  
Renumbered from #025, November 28, 2006



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**POLICY CONCERNING GIFT ACCEPTANCE BY THE CORPORATION**

PURPOSE

This policy clarifies the acceptance of gifts to programs under the auspices of the Associated Students, California State University, Fullerton, Inc. (ASI), a 501(c) (3) corporation chartered by the State of California.

DEFINITION

A gift is a donation given by an individual, group, or corporation to a program or service of the ASI.

Gifts may be either solicited or unsolicited. On acceptance, gifts become the property of the ASI and shall be used only for the benefit of the ASI, its programs, and services. Where appropriate, gifts must be utilized in compliance with donor restrictions.

PROCESS

1. Only gifts, bequests, devices, endowments, trusts, and similar funds which are designated for the use of the ASI may be considered for acceptance. Gift(s) must comply with ASI and CSUF policies.
2. The ASI Executive Director, or designee, is authorized to accept gifts or related funds and instruments designated by the donor or grantor for purposes and uses approved by the Board of Directors. The ASI Executive Director may make recommendations to the Board for its acceptance when there are custodial, maintenance, or other costs related to the receipt of a gift.
3. The ASI Executive Director or designee is required to present a written report to the Board of Directors upon receipt of any gift.
4. On behalf of the board, Executive Director shall exercise its public trust in making final decisions for the acceptance of all gifts and grants and for any exception to its policies and guidelines. ASI shall accept only those gifts the transference and implementation of which shall be deemed consistent with the public laws and/or regulations of the United States and the State of California.

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**POLICY CONCERNING GIFT ACCEPTANCE BY THE CORPORATION**

5. The board shall determine that gifts to the ASI are evidence of philanthropic intent and that the donor's philanthropy is in accord with the stated mission and goals of the ASI. The purpose is to prevent ASI from being an object of philanthropic intent for either designed or innocent avoidance of taxes, prejudiced purposes, or evaluation of gifts without objective and experienced evaluation.
  
6. ASI reserves the right to refuse any gift that is not consistent with its mission. In addition to and without limiting the generality of, the following gifts will not be accepted by the ASI:
  - Gifts that violate any federal, state, or local statute or ordinance
  - Gifts that involve unlawful discrimination based upon race, religion, gender, sexual orientation, age, national origin, color, disability, or any other basis prohibited by federal, state, and local laws
  - Gifts that contain unreasonable conditions (e.g., a lien or other encumbrance) or gifts of partial interest and property
  - Gifts that are financially unsound
  - Gifts that could expose the ASI to adverse publicity, litigation, or other liabilities
  
7. In order to avoid conflicts of interests or appearances thereof, officers, directors, and employees are prohibited from accepting gifts, gratuities, or prizes from vendors, suppliers, or others with whom they have contact as a course of business. This prohibition is consistent with Conflict of Interest certification and policies of the ASI.

**REPORTING**

The Associated Students, Inc. Executive Director shall report to the Board of Directors those gifts which have been accepted.

Approved as policy statement on March 30, 1993  
Amended: May 18, 1999  
Renumbered from #028: December 7, 1999  
Amended: March 18, 2003  
Amended: December 9, 2003  
Renumbered from #026, November 28, 2006  
Amended: September 20, 2011

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**ASI POLICY STATEMENT #206**

**POLICY CONCERNING NON-CONSUMABLE ITEMS**

All non-consumable items purchased with ASI funds shall remain the property of ASI.

Non-consumable items shall be defined as items with a useful life of over one year. This includes any item purchased for the purpose of research that will not be exhausted in the course of the research.

Distribution of Non-Consumable Items

The program or funding council whose funds were used to acquire non-consumable items will work in conjunction with the ASI Vice President of Finance to determine where the items will be distributed once the initial purpose, project or research involving the items has been completed. While the final decision as to the distribution of the items remains at the discretion of the program director or funding council chair and the VP of Finance, all effort should be made to reuse the items for another purpose, project or research that is pursuant to the goals and policies of ASI.

At the end of each semester, each program or council will present to the VP of Finance a report listing all non-consumable items purchased with ASI funds during the previous semester. This report should also include information regarding the distribution of each of these items. This report will remain on file in the ASI Accounting Office.

Funded and Funding Councils wanting to purchase non-consumables must receive approval from the Vice President of Finance.

Approved as policy statement on November 19, 1996  
Renumbered from #030: December 7, 1999  
Amended: December 9, 2003  
Renumbered from #028, November 28, 2006  
Amended: May 10, 2007

**ASSOCIATED STUDENTS, CSUF, INC.  
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**ASI POLICY STATEMENT #207**

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**POLICY CONCERNING SPONSORSHIP RECOGNITION**

This policy was established to ensure that students and other members of the University community are informed of the involvement of the Associated Students, CSUF, Inc. in programs, councils and events of the University. Any program, council or event receiving ASI funding, including funds allocated by ASI funding councils, must include prominent and conspicuous reference to sponsorship by the Associated Students, CSUF, Incorporated on all applications, promotional materials, event programs, advertisements, brochures, leaflets, etc.

Recognition of ASI sponsorship must cover at least 5% of the front page of any fliers, leaflets or any other printed materials used for promotion of programs and councils funded by ASI at any time during the year. On large banners, the ASI logo may be placed in lieu of a written sponsorship message. Programs, councils and events staff should work with the ASI Vice President of Finance and ASI Leader and Program Development in order to ensure full compliance of this policy. Stickers with sponsorship logos will be provided by the Executive Offices.

The Vice President of Finance, in consultation with the President and Executive Vice President, shall enforce this policy and determine violations.

The Vice President of Finance shall use the following guidelines as consequences for programs, councils or events violating this policy. All consequences are appealable to the Board of Directors:

First violation of a fiscal year:	Written warning from the Vice President of Finance and Executive Vice President including a copy of this policy statement.
Second violation of a fiscal year:	The Vice President of Finance may freeze the budget of the program, council, or event to be reinstated by the Finance Committee and Board of Directors.
Third violation of a fiscal year:	The Vice President of Finance shall authorize the retention of 50% of the remaining budget for that program, council or event. The Finance Committee and Board of Directors may adjust the percentage of the budget to be retained by ASI to no less than 25%

**ASSOCIATED STUDENTS, CSUF, INC.  
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**ASI POLICY STATEMENT #207**

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**POLICY CONCERNING SPONSORSHIP RECOGNITION**

Fourth violation of a fiscal year:	The Vice President of Finance shall authorize the retention of 100% of the remaining budget for that program, council or event. The Finance Committee and Board of Directors may adjust the percentage of the budget to be retained by ASIS to no less than 60%
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In addition to these consequences, a report will be made by the Vice President of Finance during budget deliberations which lists those programs, councils or events which violated this policy during the course of the current fiscal year.

Approved as policy statement on May 13, 1997  
Amended: December 1, 1998  
Amended: February 23, 1999  
Renumbered from #032: December 7, 1999  
Amended: January 15, 2004  
Renumbered from #030, November 28, 2006  
Amended: June 12, 2008

**ASSOCIATED STUDENTS, CSUF, INC.  
POLICY STATEMENTS**

**ASI POLICY STATEMENT #208**

**POLICY CONCERNING ASI DONATIONS**

The primary purpose of the Associated Students, Inc. is to encourage and support on-campus programs and services, which enhance the University experience for students, faculty, staff and surrounding communities.

The Associated Students, Inc. Board of Directors recognizes that from time to time student organizations in good standing will request ASI funding to support important charitable events, community service organizations, and other worthy social causes. To facilitate these requests in a fair and equitable manner, the following criteria will be utilized in evaluating such requests:

1. This policy limits funding to registered CSUF student clubs and organizations in good standing (as outlined in the CSUF "Club & Organization Policy" available in the Dean of Students office). Funding to individuals will not be considered.
2. The sponsored charity or community service organization for which funding is being requested must be registered nationally as a 501 (c)(3) organization, as per United States federal tax code.
3. In order that the ASI be properly recognized, the sponsoring student organization must observe all appropriate guidelines detailed in the ASI Sponsorship Policy.
4. A significant number of CSUF students must participate in the funded activity or service for which they are seeking ASI support.
5. The ASI shall not fund requests in excess of \$100.
6. All donations approved by the Finance Committee, regardless of the amount, must be presented to the Board of Directors for final approval.
7. If multiple CSUF student clubs and organizations are participating in the same charitable event(s) and/or asking a donation for the same cause, the ASI will only fund one collaborative CSUF team. Charitable events and organizations may not receive more than \$100 per year regardless of the number of sponsoring clubs and organizations.
8. The Associated Students, Inc. limits its total funding of these charitable organizations and events to \$2000 per fiscal year.

Approved as policy statement on October 13, 1998

Renumbered from #034: December 7, 1999

Amended: January 15, 2004

Renumbered from #032, November 28, 2006

**ASSOCIATED STUDENTS, CSUF, INC.  
POLICY STATEMENTS**

**ASI POLICY STATEMENT #209**

**POLICY CONCERNING PURCHASE OF ALCOHOLIC BEVERAGES**

This policy has been established to minimize any unnecessary risk exposure for the Associated Students, California State University, Fullerton, Inc.:

ASI funds shall not be used for the purchase of alcoholic beverages. This policy extends to all funds distributed by the Corporation to any groups, individuals, or organizations.

Approved as policy statement on December 5, 2000  
Amended: January 15, 2004  
Renumbered from #033, November 28, 2006

**ASSOCIATED STUDENTS, CSUF, INC.  
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**ASI POLICY STATEMENT #210**

**POLICY CONCERNING INTEREST EARNED ON ASI RESTRICTED SCHOLARSHIP ACCOUNTS**

This policy is designed to establish a procedure for the distribution of interest earned on restricted ASI Scholarship Accounts.

Each quarter the Accounting Manager shall compute earned interest for each restricted ASI Scholarship Account based on the current balance in each account. The Accounting Manager shall then credit the computed interest amounts to the appropriate accounts.

This policy shall be retroactive to July 1, 2000.

**DEFINITION OF RESTRICTED:**

When the donor places limitations or restrictions on the use of the funds donated, the ASI is governed by the intent of the donor (external donor); therefore, the funds must be expended for the purpose(s) indicated.



**ASSOCIATED STUDENTS, INCORPORATED  
CALIFORNIA STATE UNIVERSITY, FULLERTON**

**ASI POLICY STATEMENT #211**

**POLICY CONCERNING LINE ITEM TRANSFERS MADE INTO TRAVEL**

The ASI Finance Committee and/or the ASI Board of Directors must approve all line-item transfers being made into travel (8077). Any line item transfer involving travel below \$500 shall be approved by the Finance committee. All other line item transfers involving travel \$500 or above shall be approved by the Finance Committee and the Board of Directors. After the final Finance Committee and Board of Directors' meetings of the fiscal year, the ASI Vice President of Finance and the Chair of the Board may approve of any line item transfers into travel.

Approved as policy statement on May 15, 2001  
Amended: November 7, 2006  
Renumbered from #037, November 28, 2006  
Renumbered from #212, February 16, 2010  
Amended: April 22, 2014  
Amended: October 06, 2015

**ASSOCIATED STUDENTS, CSUF, INC.  
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**ASI POLICY STATEMENT #212**

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**POLICY CONCERNING THE FUNDING OF STUDENTS TO ATTEND  
CONFERENCES**

This policy applies to students-at-large and members of the ASI Executive Officers, ASI Board of Directors, and TSU Governing Board when using student fees to travel to and/or attend conferences, conventions, or professional meetings.

Each delegate to the conference must complete and sign a Delegate Contract which details trip itinerary, emergency contact information, compliance with this policy statement, comportment guidelines and academic standing requirements. The Delegate Contract must be kept on file by the funding council and/or ASI Leader and Program Development. Each delegation must complete an Academic Field Trip Participant List form (obtained from the Dean of Students Office or Assistant Dean's Office) and submit a copy of this form, no later than 24 hours prior to the trip, to ASI Leader and Program Development.

1. Students-at-large (including members of the ASI Executive Officers, ASI Board of Directors, and TSU Governing Board when involved in travel not directly related to their leadership roles) who receive ASI fees from a Funding Council or through the ASI Contingency line-item to travel are required to:
  - a. provide an informational presentation to their academic unit and/or student organization no later than fifteen (15) school days after returning from the conference (the presentation should share information learned at the conference and how the information supports the goals of the academic unit and/or student organization);
  - b. determine the date, time, and location of the above-mentioned presentation, and provide this information to the Funding Council or ASI Board of Directors during their request for funding;
  - c. provide a written report to ASI Leader and Program Development (TSU-269) prior to the presentation. The report shall be at least 350 words long and shall:
    - 1) summarize the topics/panels/speakers attended and what was learned from them
    - 2) summarize what will be brought back to the University from the student
    - 3) state how CSUF and the Associated Students benefit from the student's attendance to the conference.

**ASSOCIATED STUDENTS, CSUF, INC.  
POLICY STATEMENTS**

**ASI POLICY STATEMENT #212**

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**POLICY CONCERNING THE FUNDING OF STUDENTS TO ATTEND  
CONFERENCES**

ASI Leader and Program Development shall attach the report to the financial paperwork located in the ASI Accounting Office.

2. Each Funding Council shall adopt the above portion of this policy statement as a part of its bylaws concerning the use of ASI fees.
3. Members of the ASI Executive Officers, ASI Board of Directors or TSU Governing Board, when using student fees to travel to a conference as part of their leadership role, are required to do the following within fifteen (15) working days of their return:
  - a. provide a presentation to their respective board that includes information learned at the conference and how the information supports the missions of the University and the Associated Students, CSUF, Inc.;
  - b. provide a written summary of the presentation to ASI Leader and Program Development (TSU-269) prior to the presentation. The summary shall be at least 350 words and shall include the information stated previously in this policy statement. ASI Leader and Program Development shall attach the summary to the financial paperwork and submit it to the ASI Accounting Office.

Approved as policy statement on September 25, 2001

Amended: March 23, 2004

Amended: May 2, 2006

Renumbered from #039, November 28, 2006

Renumbered from #213, February 16, 2010

Amended: September 13, 2016

Amended: February 28, 2017

**ASSOCIATED STUDENTS, CSUF, INC.  
POLICY STATEMENTS**

**ASI POLICY STATEMENT #213**

**POLICY CONCERNING WORKING CAPITAL**

A. The primary objectives of the investment of working capital are to provide:

1. Safety and protection of funds.
2. Appropriate liquidity of funds
3. Maximum return on invested funds

In accordance, the ASI shall limit its investment of working capital funds to the following institutions:

- Banks doing business in the State of California and whose accounts are fully insured by the Federal Deposit Insurance Corporation
- Savings & Loan Associations doing business in the State of California and whose accounts are fully insured by the Federal Savings & Loan Insurance Corporation
- Federal or State Credit Unions doing business in the State of California and whose accounts are fully insured by the National Credit Union Administration
- Trust accounts of the centralized California State Treasury System

B. At the beginning of each fiscal quarter, the ASI Executive Director shall report to the ASI Board of Directors the status of all invested funds to include the type, location, amount, and expected return on investments.

Approved as policy statement on March 18, 2003  
Amended: December 5, 2006  
Renumbered from #044, November 28, 2006  
Renumbered from #214, February 16, 2010  
Amended: November 1, 2011

**ASSOCIATED STUDENTS, CSUF, INC.  
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**ASI POLICY STATEMENT #214**

**POLICY CONCERNING DEPOSIT OF ASI FUNDS/INVESTMENTS & SIGNING  
AUTHORITY**

The ASI Executive Director shall annually present to the ASI Board of Directors for its review and action a listing of the financial institutions with which ASI/TSU bank/investment accounts are held. Additionally, the Executive Director shall provide the names and titles of individuals proposed as authorized check signers on all such accounts.

Approved as policy statement on March 18, 2003  
Renumbered from #045, November 28, 2006  
Renumbered from #215, February 16, 2010

**ASSOCIATED STUDENTS, CSUF, INC.  
POLICY STATEMENTS**

**ASI POLICY STATEMENT #215**

**POLICY CONCERNING ASI PROPERTY DISPOSAL/REASSIGNMENT**

1. The disposal of ASI property shall be subject to the following guidelines:
  - a. The property no longer serves the needs of the Corporation (outdated, no longer utilized, not cost effective to retain, etc.).
  - b. The property is no longer functional or presents a safety hazard and cannot be repaired in a cost effective manner.
  - c. The property cannot be utilized in another department.
  
2. The method of disposal shall be approved by the Executive Director of the ASI or designee and may include:
  - a. Donation to a charity or community service organization approved by the ASI Board of Directors.
  - b. Public or private offering sale or auction.
  - c. Assignment to a refuse disposal firm.

Approved as policy statement on March 18, 2003  
Renumbered from #046, November 28, 2006  
Renumbered from #216, February 16, 2010

**ASSOCIATED STUDENTS, CSUF, INC.  
POLICY STATEMENTS**

**ASI POLICY STATEMENT #216**

**POLICY CONCERNING FIXED ASSETS CAPITALIZATION AND DEPRECIATION**

Equipment purchases exceeding \$5,000.00 and having a useful life of at least two years shall be capitalized.

Newly acquired property will be recorded in the fixed asset system in the month acquired.

Capitalized assets will be depreciated based on the straight-line method of depreciation. Depreciation will be calculated monthly and posted to the general ledger at both month end and fiscal year end.

Expenditures extending the useful life of capitalized equipment will be capitalized. Expenditures that do not extend the useful life of a capitalized asset will be recorded as an operating expense.

A physical inventory of capital assets will be conducted annually independent of accounting personnel responsible for maintaining the fixed asset system.

Approved as policy statement on April 22, 2003  
Renumbered from #047, November 28, 2006  
Renumbered from #217, February 16, 2010  
Amended: December 4, 2012

**ASSOCIATED STUDENTS, CSUF, INC.  
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**ASI POLICY STATEMENT #217**

**POLICY CONCERNING NSF CHECKS**

The Associated Students, CSUF, Inc. shall charge the check writer a \$25 fee for checks returned from his/her bank and marked “insufficient funds”, “account closed”, or “stop payment” and the check writer has not made restitution within ten (10) working days following notification that a check has been returned.

The charge is based on the costs incurred by the Corporation in recovering payment. The ASI will only accept cash or money orders as restitution from any patron who has presented two (2) NSF checks to the ASI. Additionally, the ASI will no longer honor checks from the NSF patron.

Approved as policy statement on May 06, 2003  
Renumbered from #048, November 28, 2006  
Renumbered from #218, February 16, 2010



**ASSOCIATED STUDENTS, CSUF, INC.  
POLICY STATEMENTS**

**ASI POLICY STATEMENT #218**

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**POLICY CONCERNING CORPORATE INVESTMENTS**

**Introduction**

This statement is issued by the Associated Students, CSUF, Inc. The purpose of this statement is to foster a clear understanding of the investment objectives, policies and guidelines for investments. It is the intent of this statement to be both sufficiently specific to be meaningful and flexible enough to be practical.

**Finance Goals and Investment Objectives**

Investment objectives are to effectively diversify, preserve and grow funds consistent with a reasonable level of risk. Investment strategies shall emphasize protecting principal from inflation, interest rate and market risk while maximizing return. The following considerations will apply to the construction and on-going management of funds.

Financial Goal: Real growth of principal and income

Risk Tolerance: Moderate

Time Horizon: Long term to perpetual

Tax Status: Exempt

Investment Objective: Growth and Income

**Socially Responsible Investing**

The Associated Students, CSUF, Inc. is committed to being a responsible investor. The ASI supports the view that responsible management includes consideration of environmental, social, and governance issues and that such management must be practiced by companies in order to be included in the portfolio.

The Finance Committee will have responsibility for determining what constitutes socially responsible investing. Should the Finance Committee determine a company does not qualify for portfolio selection or retention, it shall forward its recommendation to the Board of Directors for consideration. The Executive Director will communicate action taken to the investment manager.

Subject to this restriction, the investment manager will have sole responsibility for selecting portfolio companies in accordance with the investment objectives and guideline herein.

**ASSOCIATED STUDENTS, CSUF, INC.  
POLICY STATEMENTS**

**ASI POLICY STATEMENT #218**

**Page 2 of 4**

**POLICY CONCERNING CORPORATE INVESTMENTS**

**Guidelines for Investments**

Assets of retirement funds will at all times be managed in compliance with all standards of the Employees Retirement Income Security Act.

Invested funds will be managed on a total rate of return basis. Total rate of return consists of dividends, interest and any net increase/decrease in market value of the securities for the fiscal year.

Distributions may be taken from income, principal or both.

Risk shall be managed on an overall portfolio basis rather than by the security concerns of the individual security.

Funds shall always be managed in such a manner as to protect principal from the impact of short and long-term inflation.

Sufficient liquidity shall be maintained to accommodate necessary distributions.

**Diversification**

The investment manager will seek to diversify funds across asset classes, market sectors, and individual securities to reduce portfolio risk. The standards of the “Prudent Investor Rule” will apply to the selection of all securities.

**Asset Allocation**

Guideline asset allocation target and ranges are as follows:

	<u>Range</u>	<u>Target</u>
Cash	0 - 30%	5%
Fixed Income	30 - 60%	35%
Equity	30 - 70%	60%

The actual asset allocation, within ranges set by this policy, will be at the discretion of the investment manager.

**ASSOCIATED STUDENTS, CSUF, INC.  
POLICY STATEMENTS**

**ASI POLICY STATEMENT #218**

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**POLICY CONCERNING CORPORATE INVESTMENTS**

**Allowable Investments**

Investment vehicles shall be limited to the following:

- Money market and cash equivalents
- Certificate of deposits
- U.S. Government agency obligations
- U.S. Treasury obligations
- Corporate investment grade bonds (BBB or better, Standard & Poor's)
- Corporate Commercial paper
- Mutual Funds and Exchange Traded Funds (ETFs)
- American Depository Receipts
- Mortgage backed instruments
- Common stock
- Preferred stock

**Direction for Plan Portfolio Securities**

**Equities**

The quality of equity securities may vary dependent on the objective for that security within an overall portfolio. However, at all times, standards of the prudent investor rule will apply when determining the minimum acceptable quality. Mutual funds of ETFs may be used when appropriate for diversification.

No issue shall comprise more than 10% of the equity portion of a portfolio or 5% of the total market value of a portfolio, whichever is larger.

An equity portfolio may be invested in a mix of large, medium, and small capitalization stocks and international securities. International equities shall not comprise more than 25% of an equity portfolio.

**Fixed Income Securities**

Nothing below investment grade bonds as defined by Moody's and Standard & Poor's will be utilized in a portfolio.

**ASSOCIATED STUDENTS, CSUF, INC.  
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**ASI POLICY STATEMENT #218**

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**POLICY CONCERNING CORPORATE INVESTMENTS**

No issue shall comprise more than 10% of the fixed income portion of a portfolio or 5% of the market value of a total portfolio, whichever is larger except for US Treasury or government agency obligations, which have no concentration restrictions. Mutual funds or ETFs may be used when appropriate for diversification.

**Guidelines for Transactions**

Except under unusual circumstances, all transactions should be entered into on the basis of best execution, which means best realized net price.

**Monitoring of Objectives and Performance**

All objectives and policies are in effect until modified by the ASI Trustees who will review them with the investment manager at least annually for continued appropriateness.

If at any time, the investment manager believes that any policy guideline inhibits investment performance, he/she shall communicate this view to the trustees.

The investment manager shall meet with the ASI trustees to communicate investment strategy and market outlook at least annually or more frequently as desired by the Trustees.

The investment objective is to obtain a minimum total annual rate of 5% plus the rate of inflation. Recognizing the volatility of equities and securities, it is understood that this objective may not be met on an annual basis. However, it is expected to be achieved when measured over a longer period of time.

The investment manager is expected to produce a total annual return that exceeds the median of a universe of investments with similar average asset allocation objectives and risk profile. Accordingly, performance will be measured against established benchmarks. For equities this will be the Standard & Poor's 500 Index. For fixed income securities, the benchmark will be the appropriate Barclays U.S. Government/Credit 1-5 Year Index.

Approved as policy statement on December 5, 2006  
Renumbered from #053, November 28, 2006  
Renumbered from #219, February 16, 2010  
Amended: October 12, 2010  
Amended: February 25, 2014

**ASSOCIATED STUDENTS, CSUF, INC.  
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**ASI POLICY STATEMENT #219**

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**POLICY CONCERNING STUDENT LEADERSHIP FINANCIAL AWARDS**

This policy outlines the procedures and administration for issuing a financial award to a student in a leadership position. Financial awards are not compensation for work done.

1. Types of financial awards: The ASI issues financial awards to students in certain leadership positions.
  - a. Group A Student Leadership Financial Awards  
Students in the following leadership positions receive financial awards:
    - (1) ASI Executive Officers
    - (2) TSC Governing Board Executive positions
    - (3) ASI Board of Directors Chair and Vice Chair
  - b. Group B Student Leadership Financial Awards  
All other eligible student leadership positions receive financial awards as designated in the ASI budget process. For InterClub Councils and Funded Councils, no more than three officers may receive financial awards.
  - c. New Financial Awards  
New financial awards are to be approved by the ASI Finance Committee and the ASI Board of Directors in consultation with ASI Leader and Program Development. All new requests for financial awards need to be accompanied by a list of key responsibilities for the position.
2. Administration of Financial Award
  - a. Agreement Forms: Prior to the start of a leadership position that carries a financial award, students must sign appropriate forms with ASI Leader and Program Development.
  - b. Disbursements: Group A financial awards are disbursed in summer, fall and spring semesters. Disbursements end immediately upon the end of a term or upon voluntary or involuntary vacation of the position. Group B financial awards are disbursed in fall and spring semesters. Disbursements end immediately upon the end of a term or upon voluntary or involuntary vacation of the position.

**ASSOCIATED STUDENTS, CSUF, INC.  
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**POLICY CONCERNING STUDENT LEADERSHIP FINANCIAL AWARDS**

Approved as policy statement on March 11, 2008

Amended: June 12, 2008

Amended: February 3, 2009

Amended: February 9, 2010

Renumbered from #220, February 16, 2010

Amended: May 7, 2013

Amended: September 13, 2016

Amended: February 28, 2017

**ASSOCIATED STUDENTS, CSUF, INC.  
POLICY STATEMENTS**

**ASI POLICY STATEMENT #220**

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**POLICY CONCERNING CONTINUAL FINANCIAL SUPPORT FOR CHILDREN'S CENTER**

This policy outlines the purpose and goals of the Center Reserve fund established by Resolution of the ASI Board of Directors on May 3, 2011.

The purpose of the Center Reserve is to insure there are funds for future repairs, replacements, and operations of the Children's Center physical structures, hardscape, landscape, playground equipment and replacement of FF&E.

**GOALS AND OBJECTIVES:**

The Center Reserve shall be managed and invested as a specific ASI restricted account to enable the ASI to financially serve a specific need of the present and future CSUF students, educational opportunities for expanded preschool careers and serve the campus community with quality daycare.

**INVESTMENT AND ADMINISTRATION:**

The Center Reserve shall be actively managed pursuant to ASI Policy Statement #218. The ASI Board hereby forms a Center Reserve Investment Committee which shall consist of the following: (a) ASI Executive Director; (b) ASI President; (c) Accounting Manager; (d) ASI Vice President of Finance; (e) ASI Director of Financial Services; and (f) financial planner or trust officer (not a manager of the Reserve) appointed by consensus of the other four members. This committee shall serve without compensation for a term of one year (students) and four years (other three members). This Investment Committee shall meet to review status, accountability and requests for withdrawals at regular meetings established and posted 30 days in advance, at least semi-annually.

**PURPOSE OF INVESTMENT COMMITTEE:**

The Center Reserve Investment Committee shall (1) review and evaluate investments made by an active investment manager, (2) select, annually, an investment manager, (3) evaluate and forward to the ASI Board of Directors its approval or disapproval of all withdrawal requests, (4) report annually to the ASI Board of Directors the status and projections of the financial condition of the Center Reserve and assess and evaluate the projected capital needs of the Children's Center.

**ASSOCIATED STUDENTS, CSUF, INC.  
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**ASI POLICY STATEMENT #220**

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**POLICY CONCERNING CONTINUAL FINANCIAL SUPPORT FOR CHILDREN'S  
CENTER**

**FINANCIAL OBJECTIVE OF THE CENTER RESERVE:**

The funds in the Center Reserve should attain \$1,000,000 and maintain at least that balance in perpetuity to meet the future projected capital expenses of the Children's Center. This objective may be increased as reevaluated by the Center Reserve Investment Committee and approved by the majority of the ASI Board of Directors.

Approved as policy statement on May 10, 2011



**ASSOCIATED STUDENTS, CSUF, INC.  
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**ASI POLICY STATEMENT #301**

**POLICY CONCERNING ADMINISTRATIVE EVALUATION PROCESS**

EVALUATION OF THE ASI EXECUTIVE DIRECTOR

The evaluation of the ASI Executive Director shall take place no later than the 14<sup>th</sup> week of the Spring Semester of each academic year. The review committee that will evaluate the ASI Executive Director shall consist of the Chair of the Board of Directors (BOD) (who shall serve as chair), three (3) Members of the Board of Directors, the University President's Representative to the BOD, the ASI President, Executive Vice President, and Vice President of Finance. The evaluation shall be completed by the Committee and then presented to the Vice President of Student Affairs for review. Within a closed session, the Board of Directors together with the ASI Executive Director will discuss the evaluation. Following the ASI Board of Directors' approval, the evaluation will be signed by the Chair of the Board of Directors. The final evaluation report shall be forwarded to the President of the University. The evaluation shall then be placed in the Executive Director's employment file.

PROCESS FOR EVALUATION

The review committee shall use the standard CSUF management performance evaluation forms in conducting the Executive Director's annual review. The review shall take into consideration progress made in meeting established goals. Additional criteria may include but not be limited to ASI/University relations, overall management of the TSU, student/staff relations, fiscal and human resources management, and adherence to State Education Codes, Title 5 of the California Code of Regulations, Executive Orders, and other policies regulating CSU auxiliaries.

Approved as policy statement on May 10, 1994  
Renumbered from #029: December 7, 1999  
Amended: February 13, 2001  
Amended: May 14, 2002  
Amended: December 9, 2003  
Renumbered from #027, November 28, 2006  
Amended: April 22, 2008  
Renumbered from #302, July 1, 2008 (approved March 11, 2008)

**ASSOCIATED STUDENTS, CSUF, INC.  
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**ASI POLICY STATEMENT #302**

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**POLICY CONCERNING NON-FRATERNIZATION BETWEEN STAFF, STUDENT SUPERVISORS, STUDENTS IN AUTHORITATIVE POSITIONS, AND STUDENTS**

Managers and Supervisors

The Associated Students, CSUF, Inc. desires to avoid misunderstandings, complaints of favoritism, possible claims of sexual harassment and the employee morale and dissension problems that can potentially result from personal or social relationships involving managerial and supervisory fraternizing or becoming romantically involved with one another or with any subordinate employee in their chain-of-command or with any non-management employee of a facility or program operated by the Associated Students, CSUF, Inc.

All Employees

The Associated Students, CSUF, Inc also desires to avoid misunderstandings, complaints of favoritism, possible claims of sexual harassment and the employee morale and dissension problems that can result from personal or social relationships between employees. Accordingly, all employees, both management and non-management, are prohibited from fraternizing or becoming romantically involved with other employees when, in the opinion of the company, their personal relationships may create a potential conflict of interest, cause disruption, create a negative or unprofessional work environment, or present concerns regarding supervision, safety, security or morale.

An employee or volunteer of the Associated Students, CSUF, Inc. or campus community who fails to withdraw from participation in activities or decisions that may reward or penalize the party with whom he/she is having a consensual personal or romantic relationship will be deemed to have violated this policy.

It is the responsibility of department supervisors and managers to take all necessary and appropriate steps, beginning with informal steps to resolution, to prevent and correct problems stemming from consensual personal or romantic relationships. If informal steps for resolution are unsuccessful, the matter will be pursued via the formal corrective action or complaint process listed in the **Associated Students Harassment Policy** complaint procedures.

All employees should also remember that Associated Students, CSUF, Inc. maintains a strict policy against unlawful harassment of any kind, including sexual harassment.

**ASSOCIATED STUDENTS, CSUF, INC.  
POLICY STATEMENTS**

**ASI POLICY STATEMENT #302**

**Page 2 of 2**

**POLICY CONCERNING NON-FRATERNIZATION BETWEEN STAFF, STUDENT SUPERVISORS, STUDENTS IN AUTHORITATIVE POSITIONS, AND STUDENTS**

The Associated Students, CSUF, Inc. Human Resources Director shall take appropriate measures to ensure that:

- This policy is widely and frequently disseminated to ASI staff, University supervisors of ASI employees, and student employees; and that
- Other appropriate means of educating employees, such as periodic workshops, are pursued.

It shall be the responsibility of Directors, Managers, and Supervisors to ensure that employees or students under their direction or supervision are informed of this policy.

Approved as policy statement on May 6, 1997

Replaced: April 27, 1999

Renumbered from #031: December 7, 1999

Amended: January 15, 2004

Renumbered from #029, November 28, 2006

Renumbered from #303, July 1, 2008 (approved March 11, 2008)

**ASSOCIATED STUDENTS, CSUF, INC.  
POLICY STATEMENTS**

**ASI POLICY STATEMENT #303**

**POLICY CONCERNING POSITION REVIEW FOR ASI EXECUTIVE DIRECTOR**

The ASI Executive Director position shall undergo a position review at least once every three years or as requested by the CSUF Vice President for Student Affairs, ASI President, or ASI Board of Directors Chair, and at any time a vacancy in the position occurs. This review shall be conducted for the purpose of establishing an appropriate salary range for the position. Additionally, job duties and/or responsibilities may be added, deleted or modified as required.

Job Duties & Responsibilities

Following consultation with the Vice President for Student Affairs, ASI President, and ASI Board of Directors Chair, proposed changes to the job duties and/or responsibilities of the position will be presented to the ASI Governance Committee by the ASI Human Resources Director. The ASI Governance Committee shall forward its recommendation and comments to the ASI Board of Directors for appropriate action.

Compensation

The ASI Human Resources Director shall conduct a compensation review to insure equity and comparability as outlined in California Education Code Section 89900. Recommended compensation adjustments shall be based on the following information:

1. Salary comparison with similar positions within the Auxiliary Organization Association.
2. Salary comparison to positions of similar scope and responsibility at CSUF.
3. Salary comparison to positions of similar scope and responsibility within the surrounding communities.

Recommended adjustments to the Executive Director's salary shall be presented to the ASI Governance Committee by the ASI Human Resources Director following consultation with the ASI President, the ASI Board of Directors Chair, the Vice President for Student Affairs and the University President.

**THE GOVERNANCE COMMITTEE SHALL FORWARD ITS RECOMMENDATION AND COMMENTS TO THE ASI BOARD OF DIRECTORS FOR APPROPRIATE ACTION.**

Approved as policy statement on May 14, 2002  
Renumbered from #041, November 28, 2006  
Renumbered from #304 July 1, 2008 (approved March 11, 2008)  
Amended: April 4, 2017

**ASSOCIATED STUDENTS, CSUF, INC.  
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**ASI POLICY STATEMENT #401**

**POLICY CONCERNING NON-CONFLICT OF INTEREST**

In accordance with California Education Code, Sections 89906, 89907, 89908 and 89909, all ASI Board of Directors members, ASI Executive Officer members, and TSU Governing Board members shall submit a Certification of Non-Conflict of Interest Statement as outlined below:

I have read California Education Code Sections 89906, 89907, 89908 and 89909 printed on the reverse of this document, and I am not involved financially, through employment or family connections, with any business, firm, vendor, and/or service bureau doing business with this corporation.

Should I find in some future contractual matter before the Board of Directors that there may be the potential of a conflict on interest, I shall disclose that potential conflict and abstain from voting, as prescribed in Education Code, Section 89907.

This Non-Conflict of Interest Statement shall be submitted at the time a member assumes his/her official duties. Statements shall be retained in the ASI Administrative Office, TSU-218.

Approved as policy statement on March 18, 2003  
Renumbered from #043, November 28, 2006  
Amended: September 13, 2016  
Amended: February 28, 2017

**ASSOCIATED STUDENTS, CSUF, INC.  
POLICY STATEMENTS**

**ASI POLICY STATEMENT #402**

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**POLICY CONCERNING ETHICS**

Introduction

The Associated Students, CSUF, Inc. (ASI) is committed to promoting the highest standards of ethical conduct in the performance of its mission. This code will serve as a minimum guide for ethical conduct and provide guidance and direction for all officers, directors, employees, and volunteers of the ASI (collectively referred to herein as members or member) in the performance of their duties or in any context in which they are perceived as representing ASI.

Laws and Regulations

All members must comply with applicable laws and regulations governing the operation of the ASI. This includes, but is not limited to, federal, state, county and municipal laws, the California Code of Regulations, the California Education Code, campus regulations of California State University Fullerton, and the Office of the Chancellor, California State University.

Business Practices

Business activities must be conducted under the highest standards. Members must not take unfair advantage of suppliers, vendors, and contractors through manipulation, concealment, and/or misrepresentation of material facts.

Members must not disclose a vendor's pricing or business activities to competitors. In the course of business, all members must refrain from any practice that could constitute unfair dealing.

At all times, members must be accurate and truthful in all their dealings with vendors, suppliers, and customers and be careful to accurately represent the services and products of the ASI.

Conflict of Interest

Members must avoid conflicts of interest. Business decisions must be made objectively on the basis of price, quality, service and other competitive practices. To avoid any potential influence from existing or potential vendors and customers, members are prohibited from accepting gifts, from vendors, suppliers, and customers, of more than token value.

Members transacting business or entering into contracts on behalf of the ASI must not have any interest, financial or personal, in those transactions or contracts. Should a member have an

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**ASI POLICY STATEMENT #402**

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**POLICY CONCERNING ETHICS**

interest in an organization with who the ASI transacts business, the member must recuse himself/herself from any negotiation, authorization, or approval of such transactions.

In addition, ASI Executive Officers and members of ASI governing boards must comply with conflict of interest regulations as defined in ASI Policy #401.

Members must not be employed outside the ASI where the outside employment impairs their ability to conduct ASI business because of conflicts of interests and competing interests.

Anti-discrimination Policy

Members must not take actions that discriminate against anyone on an unlawful basis, including gender, race, religion, color, national origin, sexual orientation, medical condition, age, physical or mental disability, marital status or family leave status.

Public Disclosures

If members in the course of their duties are called to make public disclosures to any governmental agency, under no circumstances can statements be made that are untrue, or omit or misstate material facts.

If public disclosures are made to the press, members must seek to insure that the statements are clear and understandable and not misleading.

Confidentiality

Members must protect ASI confidential information and not divulge such to anyone except on a need-to-know basis. Members are expected to keep in confidence such information that would be considered confidential even if not clearly marked. This would include, but not be limited to, personal addresses, social security or other identification numbers, payroll records, performance evaluations, and/or personal information.

Members must work effectively with coworkers, customers and others by sharing ideas in constructive and positive manner; listening to and objectively considering ideas and suggestions from others, keeping commitments, keeping others informed of work progress, timetables and issues, addressing problems and issues constructively to find mutually acceptable and practical

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**POLICY CONCERNING ETHICS**

Respect

business solutions, addressing others by name, title or other respectful identifier and respecting the diversity of our work force in actions, words and deeds. Members must be able to work effectively within a complex organizational setting and a multi-cultured campus environment. Members must be able to establish and maintain effective, cooperative, and harmonious relationships with students, staff, co-workers, faculty, alumni and the general public.

Fair Dealing

Behind any code of ethics is the concept of fair dealing. As a guiding principle, members must respect and deal fairly with customers, suppliers, vendors, contractors, co-workers, and the general public. In the course of conducting ASI business, members must not take advantage of others by misrepresentation, concealment, misuse of confidential and privileged information, or any other practice of unfair dealing.

Approved as policy statement on February 14, 2006  
Renumbered from #050, November 28, 2006  
Amended: February 12, 2008



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**ASI POLICY STATEMENT #403**

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**POLICY CONCERNING FRAUD**

Background

The Associated Students, CSUF, Inc. (ASI) policy on fraud is established to prepare procedures that will protect the ASI, its employees, and assets against losses stemming from illegal activities. ASI has a zero tolerance policy regarding such activities. ASI forbids the commission of any illegal activity by an officer, director, employee, or volunteer of the ASI (collectively referred to herein as members or member).

Scope of Policy

The management of ASI is responsible for the establishment of procedures designed to prevent and detect fraudulent activity, including but not limited to those activities defined below:

- Fraud – the intentional use of deceit, a trick or some dishonest means to deprive another of his/her/its money, property or legal right
- Defalcation – withholding or misappropriating funds held for another or failing to make a proper accounting
- Misappropriation – the intentional, illegal use of the property or funds of another person for one’s own use or other unauthorized purpose, particularly by a public official, a trustee or a trust, an executor or administrator of a dead person’s estate or by any person with a responsibility to care for and protect another’s asset.
- Forgery – the crime of creating a false document, altering a document, or writing a false signature for the illegal benefit of the person making the forgery.
- Corruption – the offering, giving, soliciting, or accepting of an inducement or reward that may improperly influence the action of a person or entity.

Reporting Responsibility

Each member of the management team will be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity.

In the event a member detects or suspects fraudulent activity, he/she must immediately report this to the Executive Director. The Executive Director will inform the ASI Board of Directors and the CSUF Director of Internal Auditing within twelve hours once the incident is brought to his/her attention.

**ASSOCIATED STUDENTS, CSUF, INC.  
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**POLICY CONCERNING FRAUD**

In the event a member detects or suspects fraudulent activity on the part of the Executive Director, he/she must immediately report this to the University Risk Manager.

Any reprisal against any individual reporting violations of this policy is prohibited. Any cover-up of a suspected incidence or retaliation in any form against witnesses is also prohibited.

Investigating Suspected Fraud

The Executive Director or designee in an investigation of fraud will have:

- Free and unrestricted access to all ASI records and premises, whether owned or rented
- The authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of the investigation.

Any information received by the ASI in the course of an investigation will be treated in confidentiality. As such, any employee should notify the Executive Director (or the University Risk Manager, in the case of suspected fraudulent activity by the Executive Director) and not engage a suspected individual or conduct a personal investigation.

Information discovered during the course of an investigation will be disclosed or discussed only with individuals on a need-to-know basis. Confidentiality must be enforced to avoid damaging the reputations of persons under suspicion who are found innocent of wrongdoing.

No information concerning the status of an investigation will be given out. The proper response to any inquiry is, "I am not at liberty to discuss this matter." Under no circumstances should any reference be made to "the allegation," "the crime," "the fraud," "the forgery," "the misappropriation," or any other specific reference.

Upon completion of the investigation, the Executive Director will file his/her report with the Director of Internal Auditing and the ASI Board of Directors.

Decision to prosecute or refer the matter to law enforcement officials will be made in conjunction with legal counsel, ASI Executive Officers, and the Director of Internal Auditing.

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**POLICY CONCERNING FRAUD**

Termination

If an investigation results in a recommendation to terminate the employment of an individual, the recommendation will be reviewed for approval by ASI Human Resources and legal counsel.

The policy will be reviewed annually and revised as needed.

Approved as policy statement on February 14, 2006  
Amended: March 21, 2006  
Renumbered from #051, November 28, 2006  
Amended: February 12, 2008  
Amended: September 8, 2009

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**ASI POLICY STATEMENT #404**

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**POLICY CONCERNING WHISTLEBLOWER PROTECTION**

**General**

ASI policies on Ethics and Fraud (hereinafter referred to as Policies) require directors, officers, employees and volunteers (collectively referred to herein as member or members) to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. All members of the organization must practice honesty and integrity in fulfilling their responsibilities.

**Reporting Responsibility**

It is the responsibility of all members to comply with the Policies and to report violations or suspected violations in accordance with this Whistleblower Policy. ASI encourages initial reporting to occur internally to allow for expeditious resolution of all such matters and to minimize the effects of improper actions.

**Reporting Violations**

The Whistleblower Policy addresses the organization's open-door policy and suggests that members share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, a member's supervisor is in the best position to address an area of concern. However, if the member is not comfortable speaking with his/her supervisor or is not satisfied with his/her supervisor's response, then he/she must speak to the Director, Human Resources. The supervisor and/or Director, Human Resources is required to report this notification to the Executive Director upon receipt. The Executive Director or designee will conduct an investigation of the reported concern.

In the event that a concern involves fraud, then it must be directly reported to the Executive Director who has the responsibility to investigate all reported violations of Policies.

**Handling of Reported Violations**

The Executive Director will notify the sender and acknowledge receipt of the reported violation or suspected violation within one business day. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. If the concern involves an incident of suspected fraud, defalcation, or other irregularity concerning corporate assets, the Executive Director will notify the Chair of the Audit Committee, Chair of the Board

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**POLICY CONCERNING WHISTLEBLOWER PROTECTION**

of Directors, and the University Director of Internal Audit in writing within twelve hours of receipt and work with the ASI Audit Committee until such matter is resolved.

All concerns involving the Executive Director shall be directly reported to the University Risk Manager.

**No Retaliation**

No member, who in good faith reports a violation of the Policies, shall suffer harassment, retaliation, or adverse employment consequence. A member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable members to raise serious concerns within the organization prior to seeking resolution outside the organization.

**Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation of the Policies must be acting in good faith and have reasonable grounds for believing the information disclosed indicated a violation of the Policies. Any allegations that prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

**Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

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**ASI POLICY STATEMENT #501**

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**POLICY CONCERNING USE OF ASI PRODUCTIONS' SOUND AND TECHNICAL EQUIPMENT**

This policy shall govern the use of the ASI Productions sound and technical equipment. ASI Productions through its several series provides quality entertainment to the campus community. Several of these series regularly program musical acts that require sound and technical equipment. In lieu of contracting out these services, the Associated Student, Inc has invested considerable funds in professional quality equipment to provide sound and technical services in-house. As well, providing sound and technical services in-house allows for additional student employment and learning.

1. The complement of sound and technical equipment shall be under the supervision of ASI Leader and Program Development. Inventory of the equipment shall be conducted as per corporate policy.
2. ASI Leader and Program Development and ASI Productions Administrative Director shall hire a technical director qualified to oversee the use and maintenance of the sound and technical equipment. The technical director position shall be a part-time, temporary appointment.
  - a. The technical director shall regularly inspect the sound and technical equipment and make recommendations to ASI Leader and Program Development for additional/replacement equipment needs.
  - b. The technical director shall hire and train a student technical staff to assist in the production of an event.
  - c. As part of its budget, ASI Productions shall request sufficient funds to cover wages and benefits for the technical director and technical staff.
  - d. Additionally, ASI Productions shall request sufficient funds to cover routine maintenance of the equipment.
3. The sound and technical equipment shall be used exclusively by ASI Productions.
  - a. The sound and technical equipment shall be used primarily for the Wednesday and Concerts Series and the Thursday Pub Series. Use by other ASI Productions

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**POLICY CONCERNING USE OF ASI PRODUCTIONS' SOUND AND TECHNICAL EQUIPMENT**

series shall fall under the discretion of the ASI Administrative Director and is subject to the availability of the Technical director.

- b. The ASI Productions Administrative Director, in consultation with ASI Leader and Program Development, may make exceptions for non-ASI Productions events provided that the technical director is available to oversee its use.
  - (1) Any costs associated with staffing a non-ASI Productions event are to be borne by the contracting group.

Approved as Policy Statement on December 7, 1984

Renumbered from #011: December 7, 1999

Amended: May 20, 2004

Renumbered from #009, November 28, 2006

**ASSOCIATED STUDENTS, CSUF, INC.  
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**ASI POLICY STATEMENT #503**

**POLICY CONCERNING RECYCLED PAPER**

The Associated Students, California State University, Fullerton, Inc. (ASI) and its funded sub-boards and councils will only purchase recycled paper for use in its offices. The following exceptions apply to this policy:

1. The cost of the recycled paper is more than twenty-five percent over the cost of the same type of non-recycled paper.
2. The paper is a special type ( i.e. cover, card, or index stock) which is not available in recycled form. (This exception does not affect bond and text papers or cotton content papers.)
3. The recycled paper is not available for delivery for at least two (2) weeks.

This policy also includes printed materials ordered for the use of ASI and its funded sub-boards and councils with the same exceptions. The recycling symbol shall appear on all such material.

The Vice President of Finance must give approval if any exceptions to the above policy are requested.

Approved as policy statement on October 9, 1990

Renumbered from #024: December 7, 1999

Amended: December 2, 2003

Renumbered from #022, November 28, 2006



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**ASI POLICY STATEMENT #504**

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**POLICY CONCERNING EXECUTIVE SENATE**

EXECUTIVE SENATE PURPOSE

The Executive Senate has been established with the intention of providing continuity of ASI policies and procedures throughout its Funded/Funding Councils, Programs and Commissions. Members of the Executive Senate shall inform their Funded/Funding Councils of these guidelines to ensure compliance.

The purpose of the Executive Senate is to provide a line of communication between ASI and the Funded/Funding Councils and Programs, as well as training on ASI financial policies and procedures, and leadership. This is to ensure that the ASI is kept informed about the opinions of other student leaders regarding issues, finances and activities of the Funded/Funding Councils, Programs, and Commissions. As well as, to ensure that the Funded/Funding Councils, programs, and the students they represent are aware of the activities of ASI. Executive Senate should also be a resource for the Funded/Funding Councils, Programs, and Commissions assisting them in their activities, and a means to encourage cooperation and collaboration among the Funded/Funding Councils, Programs, and Commissions.

EXECUTIVE SENATE COMPOSITION

The ASI Executive Vice President will chair the Executive Senate and the ASI Board Treasurer will serve as the vice chair. Executive Senate shall meet once a month beginning in September and ending in May.

The composition of the Executive Senate shall consist of organizations or councils funded by the ASI (hereinafter referred to as Funded/Funding Councils) including all Inter-Club Councils (ICC's), the Inter-Fraternity Council (IFC), Mesa Cooperativa, Multicultural Greek Council (MGC), National Panhellenic Council (NPHC), Panhellenic, Black Student Union (BSU), and the Resident Student Association (RSA). ASI programs including ASI Productions (ASIP), Titan Tusk Force (TTF), Association for Inter-Cultural Awareness (AICA), and Street Team shall comprise the Executive Senate along with the Funded/Funding Councils.

The Chief Governmental Officer, Chief Administrative Officer, and Chief Communications Officer shall report to the Executive Senate at minimum twice per semester. Additionally, a director from the Board of Directors (BOD) and an elected member from Titan Student Centers Governing Board (TSCGB) shall also report to Executive Senate at minimum twice per semester.

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**POLICY CONCERNING EXECUTIVE SENATE**

EXECUTIVE SENATE REQUIREMENTS

1. Attendance for Executive Senate Meetings

The Financial Officer or designated representative of each Funded/Funding Council or Program must attend each Executive Senate meeting. The Executive Senate representative must be the same person, semesterly, at every Executive Senate meeting. However, it is the responsibility of the Chair of the Funded/Funding Council or Program to ensure that a representative attends every Executive Senate meeting on the Funded/Funding Council or Program's behalf. Each organization is allowed three (3) unexcused absences per academic year. In the event that a representative is able to attend without due cause, the Executive Senate may permit an excused absence through a roll call vote.

1. Upon a Funded/Funding Council, Program or Commission's first unexcused absence from Executive Senate meetings, the Chair of the Funded/Funding Council or Program shall be issued a warning letter from the ASI Executive Vice President informing them that they are in violation of ASI Policy and are required to submit any required reports.
2. Upon a Funded/Funding Council or Program's second unexcused absence, The Chair, Financial Officer, and Advisor of said Council or Program will be required to meet with the ASI Executive Vice President to explain their situation and be notified of the possible consequences if a third absence occurs.
3. Upon a Funded/Funding Council or Program's third unexcused absence, ASI will freeze the remaining budget of the council in question. Reinstatement of allocated funds will only occur after approval from the ASI Finance Committee and Board of Directors.

Notice of a Funded/Funding Council or Program's unexcused absence shall be reported to the ASI Board of Directors, by the Executive Vice President, at the next Board of Directors meeting.

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**ASI POLICY STATEMENT #504**

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**POLICY CONCERNING EXECUTIVE SENATE**

**I. Budget Reports**

The Financial Officer or designated representative of each Funded/Funding Council or Program shall update a form with their organization's allocations and expenses to date and submit it to the ASI Board Treasurer.

**II. Reports to the ASI Board of Directors**

Each Funded/Funding Council or Program shall be required to give a written and verbal report on all its activities to the ASI Board of Directors twice per semester as a funding requirement. This report may be given by the Funded/Funding Council or Program's Chair or a designated representative. The report need not be given by the same person every time; however, it is the responsibility of the Funded/Funding Council or Program's Chair to ensure that someone attends the Board of Directors meeting to give the report on the dates required. The ASI Board of Directors Chair shall issue a list of the dates for the Funded/Funding Council and Program's reports at the beginning of each semester.

Regarding the written and verbal reports, each Funded/Funding Council or Program's representative should be prepared to answer any questions the ASI Board of Directors poses, including questions about its business, budget, and expenditures to that point. Should the representative be unable to answer one or more questions, they shall be responsible for ensuring that the requested information is provided (via telephone or email) to the Chair of the ASI Board of Directors and the ASI Executive Vice President prior to the next week's Board of Directors meeting.

**1. Attendance for Reports to the ASI Board of Directors**

If no representative of a Funded/Funding Council or Program is able to attend a meeting of the ASI Board of Directors to give a scheduled report, it is the responsibility of the Chair of the Funded/Funding Council or Program to contact the ASI Executive Vice President and ASI Board of Directors Chair prior to the meeting to reschedule the report for the next Board of Directors meeting.

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**POLICY CONCERNING EXECUTIVE SENATE**

If a Funded/Funding Council or Program fails to appear and give such a report, without having contacted the Executive Vice President and ASI Board of Directors Chair to reschedule the report, the following action shall be taken:

- A. The report shall be rescheduled for the following Board of Directors meeting. The ASI Executive Vice President shall issue a warning letter to the Chair of the Funded/Funding Council or Program informing them that they are in violation of ASI Policy. The Chair, Financial Officer, and Advisor of said Council or Program shall meet with the ASI Executive Vice President to explain their situation and be notified of the action that will be taken upon a second absence.
  
- B. If a Funded/Funding Council or Program fails to appear and give its rescheduled report, the ASI Board of Directors Treasurer will freeze the remaining budget of council in question. Reinstatement of allocated funds will only occur after approval from the ASI Finance Committee and ASI Board of Directors.

Approved as policy statement on May 13, 1997  
Amended: May 18, 1999  
Renumbered from #033: December 7, 1999  
Amended: December 4, 2001  
Amended: October 8, 2002  
Amended: December 7, 2004  
Renumbered from #031, November 28, 2006  
Amended: February 6, 2007  
Amended: April 29, 2008  
Amended: February 24, 2009  
Amended: April 7, 2009  
Amended: May 28, 2013  
Amended: February 28, 2017

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**ASI POLICY STATEMENT #505**

**POLICY CONCERNING ASI RESEARCH GRANTS**

**RESEARCH GRANT PROCEDURES**

An extensive, one-time Research Grant application form is available in ASI Leader and Program Development by approximately mid-October of each academic year. Academic research grants cover fall and spring semesters.

Before submission to the ASI Research Grant Committee, all Research Grant Applications shall be submitted by the applicant to any applicable CSUF offices on committees as a part of the established research procedures on campus.

ASI will provide funds for consumable and non-consumable items used during the research process, as approved by the Research Grant Committee. Consumable items are materials or products, which will be exhausted during the research process. Non-consumable items are those items determined to have a useful life extending longer than one year. Non-consumable items must be returned to the grant recipient's departmental office after the research is complete, but no later than June 30<sup>th</sup> of the academic year in which the research grant is awarded, and must be made available to students by said departments.

All Research Grant Funds must be spent during the academic year in which the Research Grant is awarded. Research Grant expense receipts **MUST** be submitted **BEFORE** the end of the academic year. An academic year begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup>.

The maximum Research Grant allocation is \$2,500 unless recommended otherwise by the Research Grant Committee and approved by the ASI Board of Directors. The amount allocated for each Research Grant request will be determined by the Research Grant Committee.

**COMPOSITION OF THE ASI RESEARCH GRANT COMMITTEE**

The ASI Research Grant Committee shall be composed of nine members. One of the committee members must be a faculty member holding a doctoral degree. The remaining members shall be students. Each College shall be represented by the chair or designee of its respective inter-club council. The ASI Executive Vice President shall chair the Research Grant Committee.

Approved as policy statement on May 14, 2002  
Renumbered from #042, November 28, 2006  
Amended: October 15, 2013

**ASSOCIATED STUDENTS, CSUF, INC.  
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**ASI POLICY STATEMENT #506**

**POLICY CONCERNING ELECTIONS**

Polling Station Locations

The Election Commissioner is able to use his/her discretion, based on data collected from previous elections and other factors, in designating the location, quantity of polling locations and hours of operation for the polling stations for each ASI Election. The ASI Election Commissioner is to report to the ASI Board of Directors no later than the 8<sup>th</sup> week of the Spring semester to announce any change(s), answer any questions, and to provide the following information:

- (1) Number of polling stations,
- (2) Locations of those polling stations,
- (3) Changes to ASI Elections rules and policies,
- (4) Election statistics from the previous election,
- (5) Promotional Plan (including but not limited to promotional items, posting locations, and presentation outlines), and
- (6) Status of hiring the Elections Assistant, Elections Campaign Coalition, and Elections Polling Assistants.

The Ballot

1. The ballot will consist of an information page, separate from the actual ballot, which will include photographs and candidate statements of candidates who filed for candidacy as well as write-in candidates.
2. Official as well as write-in candidates will have the opportunity to submit a photo and candidate's statement to the Election Commissioner for the information page of the ballot by one week prior to the first day of general elections.

Approved as policy statement on March 02, 2004  
Amended: March 08, 2005  
Amended: February 28, 2006  
Renumbered from #049, November 28, 2006  
Amended: May 31, 2007  
Amended: February 7, 2012  
Amended: January 28, 2014

**ASSOCIATED STUDENTS, CSUF, INC.  
POLICY STATEMENTS**

**ASI POLICY STATEMENT #901**

**REMOVED NOVEMBER 6, 2001**

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**POLICY CONCERNING OPEN MEETINGS AND CLOSED SESSIONS**

Meetings of the Board of Directors shall be conducted as public meetings in accordance with the provisions of the Education Code, Sections 89920 to 89927. The provisions of these sections of the Education Code provide for the following:

1. Each governing board, or any sub-board of the governing board, of an auxiliary organization shall conduct its business in public meetings.
2. Each governing board and sub-board shall annually establish, by resolution, by-laws, or whatever other rule is required for the conduct of business by that body, the time and locations for holding regular meetings.
3. Each governing board and sub-board shall, at least one week prior to the date set for the meeting, give written notice of every regular meeting and any special meeting.
4. Written notice of any regular or special meeting shall be given to any individual or medium that has filed a written request for notice. Such written request for notice shall be valid for one year from the date on which it is filed.
5. A special meeting may be called at any time by the Chairman of the Board of Governors or by a majority of the members of the Board of Governors by delivering personally or by mail written notice to each member of the board and to any individual or medium who has made written request for such notice.
6. The call and notice of a special meeting shall be delivered at least 24 hours prior to any meeting and shall specify the time and place of the special meeting and the business to be transacted. No other business shall be transacted at these meetings
7. Closed sessions of the governing board or sub-board may be held to discuss:
  - matters relating to litigation,
  - collective bargaining,
  - appointment, employment, evaluation of performance or dismissal of an employee,
  - to hear complaints or charges brought against an employee by another or employee, unless the employee requests a public hearing.
8. No governing board or sub-board shall take action on any issue until that issue has been publicly posted for at least one week.

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**REMOVED NOVEMBER 6, 2001**

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**POLICY CONCERNING OPEN MEETINGS AND CLOSED SESSIONS**

9. Each member of a governing board who attends a meeting of the governing board where action is taken in violation of any provision of this article with knowledge of the fact that the meeting is in violation of this article is guilty of a misdemeanor.

Approved as policy statement on February 4, 1986  
(PS 003 and 004 incorporated as one)

Renumbered from #003 and #004, December 7, 1999

Removed November 6, 2001

Renumbered from #003, November 28, 2006



**ASSOCIATED STUDENTS, CSUF, INC.  
POLICY STATEMENTS**

**ASI POLICY STATEMENT #902  
REMOVED NOVEMBER 11, 2003**

**POLICY CONCERNING ELECTIONS**

REGULAR ELECTIONS

The semi-annual elections of the Associated Students, Incorporated shall be completed no later than three weeks before the end of regularly scheduled classes.

SPECIAL ELECTIONS

Special elections may be called by the Chair of the Board and held at such time as designated. Such special elections shall be subject to approval by a majority vote of the Board.

NOTICE OF ELECTIONS

Public notice of an election must be given to members no later than ten class days prior to the election. The notice shall specify the place(s), the class day(s), and the hours of such elections and the general nature of the issue(s) to be decided.

QUALIFICATIONS

All directors and officers must be members in good standing of the ASI as defined by the University.

The President, Executive Vice President and the Directors must have at least a 2.0 cumulative grade point average and must have completed no fewer than fourteen semester units of credit with at least a 2.0 grade point average during the twelve months prior to the term in which their election occurs.

No member of the ASI Board of Directors shall receive stipends, grants, or other financial benefits for serving as an officer, director or member of an ASI program or funded sub-council or board.

Approved as policy statement on December 6, 1983  
Amended: December 11, 1984  
Amended: November 13, 1990  
Renumbered from #005: December 7, 1999  
Removed: November 11, 2003  
Renumbered from #004, November 28, 2006

**ASSOCIATED STUDENTS, CSUF, INC.  
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**ASI POLICY STATEMENT #903**

**REMOVED NOVEMBER 1, 1994**

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**POLICY ON EXCLUSION OF BUSINESS TRANSACTIONS WITH FIRMS ENGAGED  
IN BUSINESS WITHIN THE REPUBLIC OF SOUTH AFRICA**

Section 1.1 Purpose.

The Associated Students, California State University Fullerton, Incorporated, in exercising its power to make economic decisions as a participant in the market, shall restrict, to the extent permissible and consistent with the Corporation's interests, in its contracting relative to goods and services to persons or entities which do not do business in or with South Africa.

Section 1.2 Definitions.

For purposes of this policy, the following definitions shall apply to the following terms used in this policy.

1. This policy shall apply to the Associated Students California State University, Fullerton, and all departments of the ASI which exercise independent control over their expenditure of funds and which adopt policies consonant with the provisions of this policy.
2. "Doing business" shall mean any person or entity engaged in the activity of a business, commercial enterprise, calling, vocation, profession or any means of livelihood, whether or not carried on for gain or profit, or has an agent or employee in South Africa, or permits, with or without consideration, its name, trademark, trade name, trade secret, copyright, or patent to be used by an entity doing business in or with South Africa.
3. "Goods and service" shall include, but not be limited to goods, services, products, commodities, materials, supplies, equipment, and any rights in real or personal property.
4. "Government of South Africa" or "South Africa" shall mean the Republic of South Africa and any territory controlled by the Republic of South Africa and any public or quasi-public entity operating as an agency or political sub-division of the Republic of South Africa, including, but not limited to, municipal, national, or other government bodies ( including all departments, agencies, and other instrumentalities of such bodies), public utilities, public facilities, or any national corporation in which the public sector of the Republic of South Africa has a financial interest or operational responsibility.

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**REMOVED NOVEMBER 1, 1994**

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**POLICY ON EXCLUSION OF BUSINESS TRANSACTIONS WITH FIRMS ENGAGED  
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5. "Person or entity" shall include all individuals, domestic corporations, foreign corporations, associations, syndicates, joint stock companies, partnerships of every kind, joint ventures, clubs, incorporated associations, and public agencies.
6. For purposes of this policy, the corporation shall use the following method to determine whether application of this policy would result in "significant additional costs to the ASI" Significant additional costs to the ASI shall be defined as a total sum of \$18,000 over and above the lowest bid when that bid is submitted by a firm that has been determined by our criteria a having interests and/or ties with the Republic of South Africa as defined in this policy.
7. "Control." An entity controls another entity if:
  - a. The entity controls more than 50 percent of the outstanding voting securities of another entity that does business in South Africa.
  - b. The entity controls in fact any other entity that does business in South Africa. Such control consists of the authority or ability of the entity to establish or direct the general policies or day-to-day operations of the entity doing business in South Africa. Such authority or ability will be presumed under the following circumstances, subject to rebuttal by competent evidence presented by the vendor to the ASI:
    1. The entity beneficially owns or controls (whether directory or indirectly) 25 percent or more of the voting securities of the entity doing business in South Africa, is no other entity owns or controls (whether directly or indirectly) an equal or larger percentage;
    2. The entity doing business in South Africa is operated by another entity pursuant to the provisions of an exclusive management contact;
    3. A majority of the members of the Board of Directors of the entity doing business in South Africa are also members of the comparable governing body of the controlling entity;

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**ASI POLICY STATEMENT #903**

**REMOVED NOVEMBER 1, 1994**

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**POLICY ON EXCLUSION OF BUSINESS TRANSACTIONS WITH FIRMS ENGAGED  
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4. The entity has the authority to appoint the majority of the members of the Board of Directors of the entity doing business in South Africa; or
5. The entity has the authority to appoint the chief operating officer of the entity doing business in South Africa.

**Section 1.3 Implementation.**

The ASI shall not enter into or renew any contract for goods and services which are manufactured, produced, assembled, grown or mined in South Africa.

Every bid document and contract to which this policy is applicable shall contain a recital of this policy.

This policy shall apply to those situations in which the bid procedure shall apply.

**Section 1.4 Statement Required from Vendor.**

The ASI shall not be responsible for legal costs incurred by the vendor to interpreting its compliance with this policy. The vendor shall be familiar with the Corporation's policy and verify that it is in compliance with this policy.

**Section 1.5 Exemptions.**

In order to promote the purposes of this policy and to protect the ASI's interests, the following contracts are exempt from the application of Section 1.1:

1. Contracts, including any amendments, modifications of such contracts, in existence at the time of the effective date of the policy, and any subsequent amendments, modifications, scope or duration of the underlying contract are not significantly altered.
2. Contracts for the purchase of any sole source goods and services.
3. Contracts wherein application of this policy would disqualify all but a single vendor.

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**ASI POLICY STATEMENT #903**

**REMOVED NOVEMBER 1, 1994**

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**POLICY ON EXCLUSION OF BUSINESS TRANSACTIONS WITH FIRMS ENGAGED  
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4. Contracts with financial institution which engages in activities required to assure repayment of credit extended before the effective date of this policy.
5. Contracts wherein application of this policy with reasonable foreseen ability would result in a significant loss of quality or significant additional costs to the ASI.
6. Contracts wherein the Board of Directors determines that such application would otherwise be contrary to the best interests of the ASI.

Approved as policy statement on May 12, 1987  
Removed: November 1, 1994  
Renumbered from #019: December 7, 1999  
Renumbered from #017, November 28, 2006

**ASSOCIATED STUDENTS, CSUF, INC.  
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**ASI POLICY STATEMENT #904**

**REMOVED NOVEMBER 28, 2006**

**POLICY CONCERNING RETAINING OFFICIAL RECORDS OF THE  
CORPORATION**

It is the policy of the Associated Students, California State University, Fullerton, Inc. that official records of the Corporation may be retained on paper, computer tapes, microfiche and microfilm. Consistent with applicable laws and administrative policies, the Associated Students, California State University, Fullerton, Inc. Executive Director is authorized to destroy paper records retained through copying to other processes by the Corporation.

Approved as policy statement on March 3, 1992  
Renumbered from #026: December 7, 1999  
Amended: December 9, 2003  
Removed: November 28, 2006  
Renumbered from #024, November 28, 2006

**ASSOCIATED STUDENTS, CSUF, INC.  
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**ASI POLICY STATEMENT #905  
REMOVED JULY 1, 2008**

**POLICY CONCERNING STUDENT LEADERSHIP WAGES**

This policy is designed to establish who may receive student leadership wages.

1. Directors and officers may receive wages and/or reimbursements for expenses. Presidential appointees to paid positions must be approved by a 2/3 vote of the Board of Directors.
2. The Executive Officer, Financial Officer and Administrative Officer of the following Associated Students funding councils are not subject to a vote of the Associated Students Board of Directors: The Association for Inter-Cultural Awareness (AICA), and all Inter-Club Councils (ICCs). None of these councils shall have in excess of three (3) paid positions.
3. Upon recommendation from the offices of ASI Program Support and Human Resources, the Board of Directors shall set hourly wages and maximum hours per week for each position. Like positions shall be paid uniformly.
4. All paid positions shall have a job description attached to the program in the budget request prior to budget hearings.
5. All new paid positions shall be in the form of a recommendation to the Board of Directors from the ASI Finance Committee.

Approved as policy statement on December 6, 1983

Amended: May 8, 1984

Amended: November 13, 1984

Amended: December 4, 1984 (Add: 'direct')

Amended: March 14, 1989 (Add: Paragraphs 3, 4, 5 and Delete: 'direct')

Amended: March 12, 1991

Amended: November 28, 2000

Amended: November 4, 2003

Renumbered from #002: November 28, 2006

Removed and renumbered from #301: July 1, 2008 (approved March 11, 2008)

**ASSOCIATED STUDENTS, CSUF, INC.  
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**ASI POLICY STATEMENT #906**

**REMOVED FEBRUARY 16, 2010**

**POLICY CONCERNING INTERNATIONAL TRAVEL FUNDING**

In accordance with CSU Fullerton policy, the ASI Board of Directors has set up guidelines for individuals desiring to travel internationally. Accordingly, the ASI Board of Directors must approve any requests to use ASI funds for international travel. Under no circumstance will international travel be retroactively funded.

The following steps outline the process for traveling internationally utilizing ASI fees.

1. The individual must work with ASI Leader and Program Development to determine the expense of foreign travel liability insurance for the trip. Any costs for this insurance must be funded out of the same source as the rest of the travel for the trip, unless the Board approves funding the insurance costs out of its contingency fund.
2. The individual must request to be put on the agenda of and attend the ASI Finance committee. During the meeting, the individual must
  - a. Provide an explanation of the reasons for travel to the international destination,
  - b. Disclose the cost of the foreign travel liability insurance, and
  - c. Evidence proof of individual health insurance with benefits at least as extensive as the health insurance offered through the CSU.
3. Following approval by the ASI Finance Committee, the individual must request to be put on the agenda and attend the meeting of the ASI Board of Directors for final approval. At this meeting, the individual must present the same information required in #2.
4. If approved, the individual must sign the international travel waiver form with ASI Leader and Program Development as well as a Delegate Contract Form.

Approved as policy statement on May 15, 2001  
Amended: October 4, 2005  
Renumbered from #036: November 28, 2006  
Removed: February 16, 2010



**ASSOCIATED STUDENTS, CSUF, INC.  
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**ASI POLICY STATEMENT #112**

**REMOVED APRIL 4, 2017**

**POLICY CONCERNING APPOINTMENTS TO THE STANDING COMMITTEES OF THE BOARD OF DIRECTORS MADE BY THE CHAIR OF THE BOARD**

The Chair of the ASI Board of Directors, shall appoint members of the Board to serve on at least one of the ASI Standing Committees or act as a liaison to one of the following councils: Association for Inter Cultural Awareness ( AICA ) , Community Service Inter-club Council (CSICC) or Sports Club Inter-club Council (SCICC), Mesa Cooperativa, the Black Student Union (BSU), the Resident Student Association (RSA), the Inter Fraternity Council (IFC), the National Pan-Hellenic Council (NPHC), Pan-Hellenic Council (PHC), and the Multi-Cultural Greek Council (MCGC) no later than three legal days before the first meeting of the fall and spring semester. Appointments to the Committees must be in accordance with the guidelines outlined in Policy Statement #117 (Policy Concerning Composition and Duties of Committees).

Approved as policy statement on October 4 1988  
Renumbered from #021: December 7, 1999  
Amended: October 24, 2000  
Amended: December 2, 2003  
Renumbered from #019, November 28, 2006  
Amended: February 12, 2008  
Amended: April 29, 2014  
Amended: April 21, 2016  
REMOVED: April 4, 2017

**ASSOCIATED STUDENTS, CSUF, INC.  
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**ASI POLICY STATEMENT #114  
REMOVED APRIL 4, 2017**

**POLICY CONCERNING APPOINTMENTS BY THE CHAIR OF THE BOARD OF DIRECTORS**

**AD HOC COMMITTEE APPOINTMENTS**

The Chair shall appoint Board members to fill the required number of Directors on any ASI ad hoc committee.

**LIAISONS TO FUNDED/FUNDING COUNCILS AND ASI PROGRAMS**

The Chair shall appoint each member of the Board of Directors to serve as a liaison to one or more of the following councils: Association for Inter Cultural Awareness (AICA), Community Service Inter-club Council (CSICC), Sports Club Inter-club Council (SCICC), Mesa Cooperativa, the Black Student Union (BSU), the Resident Student Association (RSA), the Inter Fraternity Council (IFC), the National Pan-Hellenic Council (NPHC), Pan-Hellenic Council (PHC), and the Multi-Cultural Greek Council (MCGC). At least one of the Board members from each college must be appointed as a liaison for that college's ICC. Multiple members may be appointed as liaison to the same body.

**APPOINTMENTS TO OTHER BODIES**

The Chair shall make appointments to other on-campus entities, such as the TSC Governing Board and the Academic Senate.

Approved as policy statement on May 15, 2001  
Amended: November 27, 2001  
Renumbered from #035, November 28, 2006  
Amended: May 28, 2013  
Amended: April 21, 2016  
REMOVED: April 4, 2017

**ASSOCIATED STUDENTS, CSUF, INC.  
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**ASI POLICY STATEMENT #502  
REMOVED APRIL 4, 2017**

**POLICY CONCERNING AGENDAS FOR ALL ASSOCIATED STUDENTS' FUNDING COUNCILS**

All bodies funded by the Associated Students, Inc. that distribute funds to the campus community are required to post their agendas seven-two (72) hours prior to their next scheduled meeting.

1. Posting shall include, but is not limited to the location of the funding council's office.
2. A copy of the agenda must be turned in to the Associated Students, Inc. Executive Offices and ASI Leader and Program Development for reference purposes.
3. The funding council shall provide a copy of its agenda upon request to any interested student or member of the community.
4. This policy statement specifically refers to the Association for Inter-Cultural Awareness (AICA) and all Inter-Club Councils (ICCs).

All bodies funded by the Associated Students, Inc. that distribute funds to the campus community are required to provide ASI Leader and Program Development signed minutes from their meetings following the approval of the minutes by the council.

Approved as policy statement on October 3, 1989  
Amended: March 12, 1991  
Amended: May 18, 1999  
Renumbered from #023: December 7, 1999  
Amended: October 31, 2000  
Amended: December 2, 2003  
Amended: May 2, 2006  
Renumbered from #021, November 28, 2006  
REMOVED: April 4, 2017