

ASSOCIATED STUDENTS,
CALIFORNIA STATE UNIVERSITY, FULLERTON, INC.

TITAN STUDENT CENTERS
[12/9/09, 10/23/96]

CHARTER AND BYLAWS

SEPTEMBER 13, 1977
DECEMBER 9, 2009

ARTICLE I

PURPOSE

The purpose of this Governing Board is to establish policies which will assure that the Titan Student Centers are a unifying force between students, faculty, and staff; campus centers for social, cultural, fitness, recreational and intellectual activities and services; places to provide further opportunities to broaden and strengthen interpersonal relationships and self-enhancement within a large urban university; and to provide experience in self-government and civic responsibility.

ARTICLE II

DELEGATION OF AUTHORITY

- Section 1. The Associated Students Inc. Board of Directors establishes the Titan Student Centers Governing Board in order to develop and adopt operating policies to govern the operation of the facilities and programs of the Titan Student Centers.
- Section 2. The Governing Board delegates the responsibility for the daily operation of the Titan Student Centers to the Titan Student Centers Director. The TSC Director appoints and supervises the staff of the Titan Student Centers.
- Section 3. The TSC Director reports to the Titan Student Centers Governing Board through the Associated Students Inc. Executive Director. The TSC Director works closely with the ASI Executive Director, the Dean of Students and the Vice President of Student Affairs to assure the relationship the Titan Student Centers has to the educational program of the University.
[11/17/99]

ARTICLE III

DUTIES AND RESPONSIBILITIES OF THE BOARD

- Section 1. The Governing Board participates in the selection of the TSC Director. [11/17/99]
- Section 2. The Governing Board provides for the maintenance and general upkeep of the Titan Student Centers facilities.

TITAN STUDENT CENTERS GOVERNING BOARD CHARTER & BYLAWS (Continued)

Article III (Continued)

- Section 3. The Governing Board establishes operating policies including but not limited to: scope of operation, use of facilities and allocation of space.
- Section 4. Salaries, benefits, and work rules governing employees are determined by the ASI Board of Directors within the framework of rules governing employees of auxiliary corporations established by the State of California. [11/17/99]
- Section 5. The Governing Board makes provisions for adequate accounting and auditing procedures for the Titan Student Centers
- Section 6. The Governing Board prepares an annual budget for the operation of the Titan Student Centers. After the proposed budget is formally adopted by the Governing Board, it shall be submitted to the ASI Board of Directors for appropriate action. Following approval by the ASI Board of Directors, the budget is submitted to the University President for final approval. [11/17/99]
- Section 7. The Governing Board establishes committees necessary for the operation of the Titan Student Centers and defines their powers and responsibilities.
- Section 8. Student members of the Governing Board may not be employed by the Associated Students, Inc. [1/30/13, 11/17/99]

ARTICLE IV

MEMBERS OF THE GOVERNING BOARD

- Section 1. The Governing Board consists of voting and non-voting members.
- Clause 1. Voting members of the Governing Board
- a. Students Members:
 - 1. Associated Students Inc. President or designee
 - 2. Associated Students Inc. Board of Directors Chair or designee [9/11/91]
 - 3. Seven (7) Student-At-Large [5/17/00, 4/30/86]
 - 4. Residence Hall Representative [3/2/88]
 - b. University Members:
 - 1. Two (2) Faculty Representatives
 - 2. Alumni Representative
 - 3. University Presidential Appointee
- Clause 2. Non-Voting Members (or their designees) [11/13/85]
- a. Student Members
 - 1. Two (2) Alternate Students-At-Large [3/27/07, 9/24/07, ASI BOD 5/20/04]
 - b. University Members
 - 1. Vice President for Student Affairs
 - 2. University Chief Financial Officer [11/17/99]

TITAN STUDENT CENTERS GOVERNING BOARD CHARTER & BYLAWS (Continued)

Article IV, Section 1, Clause 2 (Continued)

- Clause 2. Non-Voting Members (or their designees)
- c. ASI Staff Members
 - 1. TSC Director
 - 2. Associated Students Inc. Executive Director
 - 3. ASI Leader and Program Development Director
 - 4. Titan Recreation Director
 - 5. Titan Student Union Associate Director

Section 2. No voting proxy is allowed at any Governing Board or committee meetings. [10/22/97]

ARTICLE V

SELECTION AND TERM OF OFFICE

Section 1. Selection of Members and Length of Service

Clause 1. Student Membership

- a. The following students hold membership and term by virtue of their office:
 - 1. ASI President or designee [12/3/03]
 - 2. ASI Board of Directors Chair or designee [9/11/91, 11/13/85, 11/7/84]
 - 3. Residence Hall Representative [12/3/03]
- b. Student-At-Large Representatives appointed by the Governing Board.
 - 1. Four (4) of the positions serve one-year terms and are appointed annually. [5/17/00]
 - 2. Two (2) of the positions serve two-year terms and are appointed in even numbered years.
 - 3. One position serves a two-year term and is appointed in odd numbered years.
 - 4. Alternate positions serve one-year terms and are appointed annually.
 - 5. Two-year positions generally are not for students intending to graduate during the term.

Clause 2. University Membership

- a. Faculty Representatives appointed by the Academic Senate, serving alternating two-year terms.
- b. The University Presidential Appointee appointed annually for a one-year term.
- c. The Alumni Representative appointed by Alumni Affairs annually for a one-year term. [11/13/85]
- d. Vice President for Student Affairs (or designee) serves by virtue of his/her office.
- e. University Chief Financial Officer (or designee) serves by virtue of his/her office.

TITAN STUDENT CENTERS GOVERNING BOARD CHARTER & BYLAWS (Continued)

Article V (Continued)

Section 2. Except as noted, the term of office runs from June 1 to May 31; however, members continue to serve until replaced through the appropriate procedure. [2/10/93]

Section 3. Eligibility [4/26/06]

Clause 1. Minimum Academic Qualifications. [4/7/10]

- a. Student members of the Governing Board and its committees must meet the minimum required academic qualifications as defined by the University for minor student representative-student office holders.
- b. Student members of the Governing Board must be matriculated and enrolled at CSU Fullerton. They must have a minimum overall 2.5 grade point average while in office. Student members must be in good standing and must not be on probation of any kind.
- c. Student members solely serving on the Committee must be matriculated and enrolled at CSU Fullerton. They must have a minimum 2.0 grade point average each semester of service and maintain a minimum overall 2.0 grade point average while in office. Student members must be in good standing and must not be on probation of any kind.

Clause 2. Incumbent Unit Load.

- a. Undergraduate student members are required to earn six (6) units per semester while holding office. Graduate and credential student members must earn three (3) units per semester while holding office.

Clause 3. Incumbent Maximum Allowable Units.

- a. Undergraduate student members 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 and credential student members are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units will no longer be eligible to serve on the Governing Board.

TITAN STUDENT CENTERS GOVERNING BOARD CHARTER & BYLAWS (Continued)

Section 4. Vacancies. [1/30/13]

- Clause 1. The Governing Board Chair is responsible to notify the Governing Board of any vacancy on the Governing Board and/or Committees. While a vacancy exists, the Chair makes progress reports to the Governing Board at its regularly scheduled meetings.
- a. Student-At-Large positions: In the event of a vacancy of one of the Student-At-Large positions, the Governing Board Chair presents to the Governing Board a fair and open process to fill the vacancy. The Governing Board Chair makes a recommendation to the Governing Board for a replacement.
 - b. Other Positions: In the event of a vacancy of any other position, the Governing Board Chair works with the appropriate agent to secure a replacement.

Section 5. Absences. [2/23/05, 11/17/99, 5/10/89, 2/10/88]

- Clause 1. Attendance is defined as being present prior to the announcement of unfinished business and remaining until the scheduled ending time for the meeting. [2/23/05]
- Clause 2. Governing Board members are allowed no more than two unexcused absences from the Governing Board and committee meetings each semester. Only one absence can be accrued on a single calendar day. Excused absences are granted for due cause. [2/23/05]
- a. Due cause is defined as: [2/23/05]
 - 1) Participation in an official university recognized program at which the member's attendance is required—limited to two excused absences per semester. [2/23/05]
 - 2) Absences due to illness of a Board Member or a member of his/her immediate family who requires the Board Member's care, or for bereavement of a Board Member's immediate family member. [2/23/05]
 - 3) Absences due to requirements of official ASI business. [2/23/05]
 - 4) Absences due to individual circumstances which are to be determined by the Governing Board on a case-by-case basis. [2/23/05]
 - b. For an absence to be considered for excusal, the Governing Board Chair or the appropriate Committee Chair must be notified prior to the meeting, unless the Board Member is physically unable to do so. [2/23/05]
 - c. Excusal for an absence with due cause may only be granted by a majority vote of the Governing Board. [2/23/05]
- Clause 3. The Governing Board Chair refers any Student-At-Large Member with two or more unexcused absences to the Committee on Services for possible dismissal. The Committee on Services makes a recommendation to the Governing Board. [2/23/05]

TITAN STUDENT CENTERS GOVERNING BOARD CHARTER & BYLAWS (Continued)

Article V, Section 5. (Continued)

- Clause 4. If a University member or Residence Hall Representative has two or more unexcused absences, the Governing Board Chair meets with the individual to discuss the absences and to ascertain if there is an unresolvable conflict. In the case of an unresolvable conflict, the member resigns from the Governing Board. [2/23/05]
- Clause 5. The Governing Board Chair is responsible for all attendance matters, including committee meeting attendance. [11/17/99]

Section 6. Removal. [12/1/04]

- Clause 1. Removal for failure to meet academic qualifications.
- a. Student members are removed from office if at any time during their tenure in office they fail to meet the minimum required academic qualifications as defined by the University for minor student representative-student office holders. [4/26/06]
- Clause 2. Removal for failure to meet attendance requirements.
- a. Student members are charged with the specific trust of representing their student constituency. Failure to attend regularly scheduled Governing Board meetings and/or standing committee meetings, without showing due cause, shall be considered a violation of that trust and grounds for removal from office. Student members are removed if they fail to comply with the attendance policy.
- Clause 3. Appeals.
- a. Student members may appeal their removal to the ASI Board of Directors. Such a request must occur within the next four (4) regularly scheduled ASI Board of Directors meetings from the date of removal.

ARTICLE VI

OFFICERS

Section 1. The Governing Board has three officers: Chair, Vice Chair for Planning and Vice Chair for Services. [3/25/98]

Section 2. Election

- Clause 1. The three Governing Board officers are elected by the Governing Board at the last regular meeting of the academic year. The officers must have membership on the Governing Board for the upcoming academic year and be a voting member. [11/30/11, ASI BOD 5/8/07]
- Clause 2. Elections are by roll call vote from nominations made by the Governing Board members. [11/13/85]

TITAN STUDENT CENTERS GOVERNING BOARD CHARTER & BYLAWS (Continued)

Article VI, Section 2. (Continued)

- Clause 3. Officers are elected to serve a term beginning on June 1 and ending on May 31 of the following year. [ASI BOD 5/8/07, 11/17/99]
- Clause 4. Officers may be recalled by a two-thirds vote of the total voting membership subject to at least two (2) weeks notice. Notice must be given at the meeting prior to a recall vote. [3/25/98]
- Clause 5. Vacancy
- a. In the event of a vacancy of one of the officers, an election is held at the next Governing Board meeting.
 - b. Succession
 1. In the event of a vacancy of the Chair in odd-numbered years, the Vice Chair for Planning assumes the role of Chair until an election for a new Chair can be held.
 2. In the event of a vacancy of the Chair in even-numbered years, the Vice Chair for Services assumes the role of Chair until an election for a new Chair can be held.
 3. In the event of vacancies by the Chair and one of the Vice Chairs, the remaining Vice Chair assumes the role of Chair until an election for a new Chair can be held.
 4. In the event of vacancies by all three officers, the ASI President chairs the Governing Board until an election for a new Chair can be held.

ARTICLE VII

DUTIES AND RESPONSIBILITIES OF OFFICERS

- Section 1. Chair
- Clause 1. Prepares agendas and presides over all Governing Board meetings.
- Clause 2. Serves as non-voting ex-officio on all committees, except Food Advisory because Chair is a voting member. [12/3/03]
- Clause 3. Maintains a close working relationship with the TSC Director.
- Clause 4. Signs checks and approves all purchase order requests and/or requisitions.
- Clause 5. Coordinates, in conjunction with TSC Director, Governing Board training and annual goals. [11/17/99]
- Clause 6. Maintains records, bylaws and policies approved by the Governing Board.
- Clause 7. In consultation with other officers, prepares and administers Governing Board budget.

TITAN STUDENT CENTERS GOVERNING BOARD CHARTER & BYLAWS (Continued)

Article VII, Section 1. (Continued)

Clause 8. Works collaboratively with other officers to market the Governing Board.

Clause 9. Works collaboratively with other officers to recruit new Governing Board members.

Section 2. Vice Chair for Planning

Clause 1. Presides over meetings in absence of Chair.

Clause 2. Serves as Chair of the Committee on Planning. [11/7/90, 5/10/89]

Clause 3. Works collaboratively with other officers to market the Governing Board.

Clause 4. Works collaboratively with other officers to recruit new Governing Board members.

Clause 5. Prepares agenda for and presides over Committee on Planning meetings.

Clause 6. Any other duties as assigned by Chair.

Section 3. Vice Chair for Services

Clause 1. Presides over meetings in absence of Chair.

Clause 2. Serves as Chair of the Committee on Services.

Clause 3. Works collaboratively with other officers to market the Governing Board.

Clause 4. Works collaboratively with other officers to recruit new Governing Board members.

Clause 5. Prepares agenda for and presides over Committee on Services meetings.

Clause 6. Any other duties as assigned by Chair.

ARTICLE VIII

QUORUM

Section 1. A majority of the filled voting positions of the Governing Board constitutes a quorum. A minimum of eleven (11) voting positions must be filled. [9/28/05]

ARTICLE IX

STANDING COMMITTEES

Section 1. Committee on Planning

Clause 1. The Committee on Planning is responsible for oversight of the budget, planning, future projects and allocation of space for the Titan Student Centers. The Committee makes a formal recommendation to the Governing Board on all actions.

Clause 2. The Committee consists of the following members who serve one-year terms:

1. Voting members from the Governing Board:
 - a. Vice Chair for Planning
 - b. Two (2) Student-At-Large
 - c. One (1) Faculty Representative
 - d. University Presidential Appointee
 - e. First or Second Alternate Student-At-Large
2. Other voting members:
 - a. One (1) Student-At-Large appointed by the Governing Board
 - b. ASI President or designee
 - c. ASI Board of Directors Chair or designee
 - d. Residence Hall Representative
3. Non-voting members:
 - a. TSC Director
 - b. Associate Director, Titan Student Union
 - c. Titan Recreation Director
 - d. ASI Leader and Program Development Director

Section 2. Committee on Services

Clause 1. The Committee on Services is responsible for oversight of the hours of operation, policy and services/programs for the Titan Student Centers. The Committee makes a formal recommendation to the Governing Board on all actions.

Clause 2. The Committee consists of the following members who serve one-year terms:

1. Voting members from the Governing Board:
 - a. Vice Chair for Services
 - b. Two (2) Student-At-Large
 - c. One (1) Faculty Representative
 - d. Alumni Representative
 - e. First or Second Alternate Student-At-Large
2. Other voting members:
 - a. One (1) Student-At-Large appointed by the Governing Board
 - b. ASI President or designee
 - c. ASI Board of Directors Chair or designee
 - d. Residence Hall Representative

TITAN STUDENT CENTERS GOVERNING BOARD CHARTER & BYLAWS (Continued)

Article IX, Section 2, Clause 2. (Continued)

3. Non-voting members:
 - a. TSC Director
 - b. Associate Director, Titan Student Union
 - c. Titan Recreation Director
 - d. ASI Leader and Program Development Director

Section 3. Food Advisory Committee [12/3/03]

- Clause 1. The Food Advisory Committee is a University-wide committee, which is charged with the responsibility of maintaining the quality of the University's food services at the highest level. [12/3/03, 11/17/99]
- Clause 2. The Committee provides advice, feedback and recommendations to the food services director regarding policies concerning food service on campus. The campus food service areas are defined as all indoor and outdoor dining areas, catering, concessions and all vending areas. [11/17/99, 11/13/85, 5/11/83]
- Clause 3. The Committee makes constructive criticisms to the food services director regarding the quality of service, variety and prices of the menu, service area cleanliness and overall customer service. [11/17/99, 5/11/83]
- Clause 4. The Committee consists of the following ten members who shall serve one-year terms:
 1. Voting members from the Governing Board [11/17/99, 11/13/85]
 - a. Governing Board Chair
 - b. One (1) Governing Board Member (may be the First or Second Alternate) [9/28/05, 9/24/97]
 - c. ASI President or Designee
 - d. One (1) Residence Hall Representative [11/17/99]
 - e. TSC Director
 2. Voting members of the Committee from the University community [11/17/99]
 - a. One (1) Student-At-Large position appointed by the ASI President
 - b. Two (2) Faculty Representatives selected by the Academic Senate
 - c. One (1) University Presidential Appointee
 3. Non-voting members [11/17/99]
 - a. Food Services Director
 - b. Titan Student Union Associate Director
- Clause 5. The Committee selects a Chair at the first meeting of the academic year for a term that ends May 31st of that academic year. [11/17/99]

TITAN STUDENT CENTERS GOVERNING BOARD CHARTER & BYLAWS (Continued)

Article IX (Continued)

Section 4. Art Acquisition Committee [3/19/97]

- Clause 1. The Art Acquisition Committee is responsible for the acquisition of student art to be housed in the Titan Student Centers. [12/3/03]
- Clause 2. The committee consists of the following seven members who serve one-year terms:
1. Voting members from the Governing Board [9/28/05]
 - a. Two (2) student representatives (may include First or Second Alternate) [9/28/05, 9/24/97]
 - b. One (1) faculty/staff representative
 2. Voting members from the University, approved by the Governing Board
 - a. One (1) faculty/staff representative from the Art Department [11/29/06, 12/3/03]
 - b. Three (3) students (at least two students must be majoring in visual arts) [11/30/11, 11/29/06]
 - c. One (1) Titan Student Union staff member recommended by the TSC Director. [12/9/09]
- Clause 3. The Committee selects a Chair at the first meeting of the academic year for a term that ends May 31st of the academic year.
- Clause 4. The art acquisition budget is reviewed and approved by the Governing Board as part of the annual budget process. The budget includes artists' fees, material costs, installation costs, and other related miscellaneous costs.
- Clause 5. The Art Acquisition Committee makes formal recommendations to the Governing Board on all actions. [11/17/99]

ARTICLE X

AMENDMENTS

- Section 1. The Bylaws of this Charter may be repealed or amended or new guidelines adopted at any meeting of the Board by a two-thirds vote of the membership provided notice of all proposed amendments shall have been given to each member at the previous meeting. All amendments are subject to a majority approval by the Associated Students Inc. Board of Directors.