

ASSOCIATED STUDENTS,
CALIFORNIA STATE UNIVERSITY, FULLERTON, INC.

TITAN STUDENT UNION
[10/23/96]

CHARTER AND BYLAWS

SEPTEMBER 13, 1977

ARTICLE I

PURPOSE

The purpose of this Board shall be to establish policies which will assure that the Titan Student Union will be a unifying force between students, faculty, and staff; a campus center for social, cultural, and intellectual activities and services; a place 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 TSU Governing Board is established by the Associated Students Inc., Board of Directors to develop and adopt operating policies which will govern the operation of the Titan Student Union.
- Section 2. The TSU Governing Board shall delegate the responsibility for the daily operation of the Titan Student Union to the Titan Student Union Director. The Director shall appoint and supervise the staff of the Titan Student Union.
- Section 3. The Titan Student Union Director shall report to the TSU Governing Board through the Associated Students Inc. Executive Director. The TSU Director shall work closely with the ASI Executive Director, the Dean of Students and the Vice President of Student Affairs to assure the relationship the Union has to the educational program of the University. [11/17/99]

TITAN STUDENT UNION GOVERNING BOARD CHARTER & BYLAWS (Continued)

ARTICLE III

MEMBERS OF THE TITAN STUDENT UNION GOVERNING BOARD

Section 1. Members of the TSU Governing Board. The TSU Governing Board shall consist of the following members:

Clause 1. Voting members of the Board include:

- a. Associated Students Inc. President or designee
- b. Associated Students Inc. Board of Directors Chair or Board designee [9/11/91]
- c. Faculty Representative
- d. Faculty Representative
- e. Alumni Representative
- f. University Presidential Appointee
- g. Student-at-Large
- h. Student-at-Large
- i. Student-at-Large
- j. Student-at-Large [4/30/86]
- k. Student-at-Large [4/30/86]
- l. Student-at-Large [5/17/00]
- m. Residence Hall Representative [3/2/88]
- n. Student-At-Large from Irvine Campus [9/28/05]

Clause 2. Non-voting members or their designees include [11/13/85]:

- a. Titan Student Union Director
- b. Associated Students Inc. Executive Director
- c. Vice President for Student Affairs
- d. University Chief Financial Officer [11/17/99]
- e. First Alternate Student-at-Large [3/21/07, 9/24/97]
- f. Second Alternate Student-At-Large [3/21/07, ASI BOD 5/20/04]

TITAN STUDENT UNION GOVERNING BOARD CHARTER & BYLAWS (Continued)

ARTICLE IV

SELECTION AND TERM OF OFFICE

Section 1. Selection of members and term of office shall be as follows:

- Clause 1. The TSU Board Chair, Vice Chair and Director of Public Relations shall be elected by the TSU Governing Board and shall serve from June 1 through May 31 of the following calendar year. [3/21/07]
- Clause 2. The membership of the Associated Students Inc. President (or appointed designee) will be automatic by virtue of office. [12/3/03]
- Clause 3. The membership of the Associated Students Inc. Board of Directors will be its current chairperson or its designee. [9/11/91, 11/13/85, 11/7/84]
- Clause 4. Two Faculty Representatives, appointed by the Academic Senate, shall serve on the TSU Governing Board for alternating two-year terms.
- Clause 5. The Student-at-Large Representatives shall be appointed by the TSU Governing Board. Two of the student representatives shall serve a term of two years and shall be appointed in odd years. One student representative will serve a term of two years and shall be appointed in even years. The last three student representatives shall serve a term of one year and shall, therefore, be appointed annually. [5/17/00]
- Clause 6. The University Presidential Appointee shall be made by the University President and shall serve a term of one year.
- Clause 7. The Alumni Representative shall be appointed by Alumni Affairs and shall serve a term of one year. [11/13/85]
- Clause 8. The Residence Hall representative shall be appointed from the Resident Student Association and shall serve a term of one year. [12/3/03]
- Clause 9. The Student-At-Large Representative from the Irvine Campus shall be appointed by the Assistant Dean of Student Affairs at the Irvine Campus. [9/28/05, 12/3/03]
- Clause 10. The First Alternate Student-At-Large shall be selected with all other Student-At-Large positions or any time thereafter. This student will take the place of any Student-At-Large Board member vacancy. In the event of another vacancy, the Board would be authorized to recruit another alternate. [4/11/07]

TITAN STUDENT UNION GOVERNING BOARD CHARTER & BYLAWS (Continued)

ARTICLE IV, Section 1. (Continued)

Clause 11. The Second Alternate position shall be elected with the other Student-At-Large positions or any time thereafter. This student will become the First Alternate if the position becomes vacant. [4/11/07]

Section 2. The term of office shall commence on June 1; however, members of the current Board will continue to serve until replaced through the appropriate procedure. [2/10/93]

Section 3. Vacancies.

Clause 1. Any vacancy occurring during the academic year shall be announced by the Board Chair at the next regularly scheduled Board meeting. By the second meeting after the announcement, the Board Chair shall make a recommendation for a replacement to the Board for their review and approval. If the Board Chair is unsuccessful in identifying a replacement, the Chair will make progress reports to the Board at its regularly scheduled meetings. [11/30/05, 11/17/99]

Subclause 1. Students who intend to graduate during the current academic year shall not generally be appointed to a full two-year Student-At-Large position. [11/30/05]

Clause 2. In the event of a vacancy of the Chair and Vice Chair, the ASI President shall chair the Board until a new Chair can be elected. [3/21/07, 10/26/05]

Section 4. Absences. [2/23/05, 11/17/99, 5/10/89, 2/10/88]

Clause 1. Attendance shall be defined as being present prior to the announcement of unfinished business and remaining until the scheduled ending time for the meeting. [2/23/05]

Clause 2. Board members shall have no more than two unexcused absences from the TSU 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 shall be 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]

TITAN STUDENT UNION GOVERNING BOARD CHARTER & BYLAWS (Continued)

ARTICLE IV, Section 4, Clause 2. (Continued)

- a. Due cause shall be defined as: (Continued)
 - 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 TSU Governing Board on a case-by-case basis. [2/23/05]
 - a. For an absence to be considered for excusal, the 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]
 - b. Excusal for an absence with due cause may only be granted by a majority vote of the TSU Governing Board. [2/23/05]

Clause 3. The Board Chair will refer any Student-At-Large Board Member, First and Second Alternates and the Irvine Campus Representative with two or more unexcused absences to the Policy Committee for possible dismissal. The Policy Committee will make a recommendation to the TSU Governing Board. [2/23/05]

Clause 4. If a non-student voting board member or Residence Hall Representative has two or more unexcused absences, the Board Chair will meet with the individual to assess if he/she has sufficient time to devote to the TSU Governing Board. If it is discovered that there are time conflicts, the member will be asked if he/she can resolve those conflicts. If the member cannot resolve the conflicts, the TSU Governing Board will work towards finding a replacement. [2/23/05]

Clause 5. The TSU Governing Board Chair will be responsible for all attendance matters, including committee meeting attendance. [11/17/99]

Clause 6. No voting proxy will be accepted to the TSU Governing Board meetings or committee meetings. [10/22/97]

Section 5. Removal. [12/1/04]

- Clause 1. Removal for failure to meet academic qualifications.
 - a. A student Board member shall be removed from office if at any time during his/her tenure in office he/she fails to meet the minimum required academic qualifications as defined by the University for minor student representative-student office holders (reference CSU Executive Order #969). [4/26/06]

TITAN STUDENT UNION GOVERNING BOARD CHARTER & BYLAWS (Continued)

ARTICLE IV, Section 5. (Continued)

Clause 2. Removal for failure to meet attendance requirements.

- a. Student Board members are charged with the specific trust of representing their student constituency. Failure to attend regularly scheduled 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.
- b. A student Board member shall be removed if, he/she fails to comply with Article IV, Section 4, Clause 2.

Clause 3. Appeals.

- a. A student Board member may appeal his/her 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.

Section 6. Eligibility [4/26/06]

Clause 1. Minimum Academic Qualifications.

- a. Student Board members must be matriculated and enrolled at CSU Fullerton and maintain a minimum 2.0 grade point average each semester while in office. Student Board members must be in good standing and must not be on probation of any kind.

Clause 2. Incumbent Unit Load.

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

Clause 3. Incumbent Maximum Allowable Units.

- a. Undergraduate student Board 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 Board 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 for Board membership.

TITAN STUDENT UNION GOVERNING BOARD CHARTER & BYLAWS (Continued)

ARTICLE V

DUTIES AND RESPONSIBILITIES OF THE BOARD

Section 1. Duties and responsibilities of the TSU Governing Board shall be as follows:

- Clause 1. The TSU Governing Board shall participate in the selection of the TSU Director. [11/17/99]
- Clause 2. The TSU Governing Board shall provide for the maintenance and general upkeep of the Titan Student Union.
- Clause 3. The TSU Governing Board shall establish Titan Student Union operating policies including but not limited to:
 - Sub-clause 1. Scope of operation
 - Sub-clause 2. Use of facilities
 - Sub-clause 3. Allocation of space
- Clause 4. Salaries, benefits, and work rules governing Titan Student Union employees will be determined by the Associated Students Inc. Board of Directors within the framework of rules governing employees of auxiliary corporations established by the State of California and the recommendation of the TSU Director. [11/17/99]
- Clause 5. The TSU Governing Board shall make provisions for adequate accounting and auditing procedures for the Titan Student Union.
- Clause 6. The TSU Governing Board shall prepare an annual budget for the operation of the Titan Student Union. After the proposed budget is formally adopted by the TSU Governing Board, it shall be submitted to the Associated Students Inc. Board of Directors for appropriate action. Following approval of the Titan Student Union budget by the Associated Students Inc. Board of Directors, it shall be submitted to the University President for final approval. [11/17/99]
- Clause 7. The TSU Governing Board shall establish committees necessary for the operation of the Titan Student Union and shall define their powers and responsibilities.
- Clause 8. Student TSU Governing Board members may not be employed by the Titan Student Union. [11/17/99]
- Clause 9. The TSU Governing Board shall maintain a current job description of a Board member. Board members shall reference the current job description for their duties and responsibilities. [10/22/97]

TITAN STUDENT UNION GOVERNING BOARD CHARTER & BYLAWS (Continued)

ARTICLE VI

OFFICERS

Section 1. The officers shall be a Chair, Vice Chair, and Director of Public Relations. [3/25/98]

Section 2. The election of the officers shall be: [ASI BOD 5/8/07]

Clause 1. By roll call vote from nominations made by the TSU Governing Board. [11/13/85]

Clause 2. Elected by the TSU Governing Board at the last regular meeting of the academic year. The officers should intent to register for classes in the fall semester and have membership on the TSU Governing Board for the upcoming academic year. [ASI BOD 5/8/07]

Clause 3. 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. All 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]

ARTICLE VII

DUTIES AND RESPONSIBILITIES OF OFFICERS

Section 1. The TSU Governing Board Chair shall be responsible for the following duties:

Clause 1. Prepares agendas.

Clause 2. Presides over all meetings.

Clause 3. Serves as ex-officio on all committees where he/she is not a voting member. [12/3/03]

Clause 4. Maintains a close working relationship with the TSU Director.

Clause 5. Signs checks and approves all purchase order requests and/or requisitions.

Clause 6. Coordinates, in conjunction with TSU Director, TSU Governing Board training. [11/17/99]

Clause 7. Keeps all attendance records for TSU Governing Board and committee meetings up-to-date and available to Board members. [11/17/99]

TITAN STUDENT UNION GOVERNING BOARD CHARTER & BYLAWS (Continued)

ARTICLE VII, Section 1. (Continued)

Clause 8. Maintains updated records of bylaws and policies approved by the TSU Governing Board.

Clause 9. Prepares and administers TSU Governing Board budget.

Clause 10. Direct and guide the TSU Governing Board to establish and implement annual goals and objectives with periodic reviews and a semester end summary. [5/10/89]

Section 2. The TSU Governing Board Vice Chair shall be responsible for the following duties:

Clause 1. Presides over meetings in absence of Chair.

Clause 2. Serves as Chair of the Policy Committee and Space Allocation Committee. [11/7/90, 5/10/89]

Clause 3. Takes over all responsibilities of Chair in his/her absence.

Clause 4. Any other duties as assigned by Chair.

Section 3. The TSU Governing Board Director of Public Relations shall be responsible for the following duties: [3/25/98]

Clause 1. Responsible for public relations of the TSU Governing Board.

Clause 2. In charge of marketing for the TSU Governing Board.

Clause 3. Responsible for recruitment of board membership and related activities.

Clause 4. Serves as the Chair of the Rec Sports Committee. [12/3/03]

ARTICLE VIII

QUORUM

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

TITAN STUDENT UNION GOVERNING BOARD CHARTER & BYLAWS (Continued)

ARTICLE IX

STANDING COMMITTEES OF THE TITAN STUDENT UNION GOVERNING BOARD

Section 1. The 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 shall be 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 shall make 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 shall consist of the following ten members who shall serve one-year terms:

Sub-clause 1. Voting members of the Committee from the TSU Governing Board include: [11/17/99, 11/13/85]

- a. TSU Governing Board Chair
- b. One (1) TSU 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. TSU Director

Sub-clause 2. Voting members of the Committee from the University community include: [11/17/99]

- a. One (1) student-at-large position appointed by the ASI committee appointment process, coordinated by the ASI Director of Administration
- b. Two (2) Faculty Representatives selected by the Academic Senate
- c. One (1) University Presidential Appointee

Sub-clause 3. Non-voting members of the Committee include: [11/17/99]

- a. Food Services Director

TITAN STUDENT UNION GOVERNING BOARD CHARTER & BYLAWS (Continued)

ARTICLE IX, Section 1. (Continued)

Clause 5. The Chairperson shall be selected at the first meeting of each school year by the Committee. [11/17/99]

Section 2. The Policy Committee

Clause 1. The Policy Committee is responsible for the formulation of General Policies for the Titan Student Union. The Policy Committee shall make a formal recommendation to the TSU Governing Board on all actions.

Clause 2. The Policy Committee shall routinely review the Titan Student Union charter and bylaws and recommend to the TSU Governing Board revisions or deletions it deems appropriate. [12/4/96, 5/11/83]

Clause 3. The Policy Committee shall consist of the following members:

Sub-clause 1. Voting members of the Committee include:

- a. Vice Chair of the TSU Governing Board (Chair of the Committee) [12/3/03]
- b. The University Presidential Appointee serving on the TSU Governing Board [12/4/96]
- c. Three (3) Members of TSU Governing Board (one member may be the First or Second Alternate) [9/28/05, 12/3/03]

Sub-clause 2. Non-voting members include:

- a. TSU Director

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

Clause 1. The Art Acquisition Committee shall be responsible to create an educational forum through the acquisition of student art to be housed in the Titan Student Union which will stimulate dialogue and programming both for the student who produced the art and the student who interacts with the acquired art. [12/3/03]

Clause 2. The committee shall be made up of the following members and shall serve a one-year term beginning July 1 of each year:

Sub-clause 1. Three members of the TSU Governing Board including [9/28/05]:

- a. Two student representatives (may include First or Second Alternate) [9/28/05, 9/24/97]
- b. One faculty/staff representative

TITAN STUDENT UNION GOVERNING BOARD CHARTER & BYLAWS (Continued)

ARTICLE IX, Section 3, Clause 2. (Continued)

Sub-clause 2. Three representatives from the Art Department, approved by the TSU Governing Board including:

- a. One faculty/staff representative [11/29/06, 12/3/03]
- b. Two students majoring in visual arts [11/29/06]

Sub-clause 3. One Titan Student Union staff member recommended by the TSU Director and approved by the TSU Governing Board.

Clause 3. The chairperson shall be selected at the first meeting of each new school year by the committee.

Clause 4. The art acquisition budget shall be reviewed and approved by the TSU Governing Board as part of the annual budget process. The budget shall include artists' fees, material costs, installation costs, and other related miscellaneous costs.

Clause 5. The Art Acquisition Committee will make formal recommendations to the full TSU Governing Board on all actions. [11/17/99]

Section 4. Space Allocation Committee [11/7/90, 5/10/89]

Clause 1. The Space Allocation Committee shall allocate all Titan Student Union space.

Clause 2. The Space Allocation Committee shall periodically review the allocation of space to ensure that space is being used effectively.

Clause 3. The Space Allocation Committee shall consist of the following voting members: [3/19/97]

- a. TSU Governing Board Vice Chair (Chair of the Committee)
- b. One (1) Faculty member on the TSU Governing Board
- c. ASI Board of Directors Chair or Board Designee serving on the TSU Governing Board
- d. Two (2) TSU Governing Board Members (may include First or Second Alternate) [9/28/05, 9/24/97]
- e. One (1) representative selected by the Dean of Students. [11/17/99]
- f. One (1) student employee of the TSU selected by the TSU Director.

TITAN STUDENT UNION GOVERNING BOARD CHARTER & BYLAWS (Continued)

ARTICLE IX, Section 4. (Continued)

- Clause 4. The guidelines and procedures for the allocation of space, the statements of goals, conditions and criteria and relevant space allocation policies shall be on file in the ASI/TSU Office of Program Support. [11/17/99]
- Clause 5. All actions of the Space Allocation Committee shall be approved by the TSU Governing Board.

Section 5. Projects Committee [12/3/03, 4/9/03, 10/18/00]

- Clause 1. The Projects Committee shall be responsible for formulating and recommending long-term goals associated with programs, services and facilities of the Titan Student Union. [12/3/03, 4/9/03]
- Clause 2. The Projects Committee shall be responsible for developing recommendations associated with on-going projects and initiatives of the Titan Student Union. [12/3/03, 4/9/03]
- Clause 3. The Projects Committee shall routinely evaluate the progress of the goals, projects and initiatives set forth and report on progress to the TSU Governing Board. [12/3/03, 4/9/03]
- Clause 4. The Projects Committee shall consist of the following members [12/3/03, 4/9/03]:

Sub-clause 1. Voting members of the Committee include:

- a. The TSU Governing Board Chair
- b. One (1) Faculty member of the TSU Governing Board
- c. One (1) University Presidential Appointee or designee
- d. One (1) ASI President or designee
- e. One (1) ASI Board of Directors Chair or designee
- f. One (1) 2-year Student-At-Large position
- g. One (1) Student-At-Large not serving on the TSU Governing Board

Sub-clause 2. Non-voting members include:

- a. One (1) TSU Director

- Clause 5. The chairperson shall be selected at the first meeting of each new school year by the Committee. [12/3/03]

TITAN STUDENT UNION GOVERNING BOARD CHARTER & BYLAWS (Continued)

ARTICLE IX. (Continued)

Section 6. Rec Sports Committee [12/3/03, 4/9/03]

Clause 1. The Rec Sports Committee is responsible for the formulations of specific policies associated with the Rec Sports program of the Titan Student Union. The Rec Sports Committee shall make a formal recommendation to the TSU Governing Board on all actions.

Clause 2. The Rec Sports Committee shall routinely review the various policies and procedures associated with the Rec Sports program and recommend to the TSU Governing Board revisions or deletions it deems appropriate.

Clause 3. The Rec Sports Committee shall routinely review the programs and services associated with the Rec Sports program and shall make program recommendations to the TSU Governing Board as it deems appropriate.

Clause 4. The Rec Sports Committee shall consist of the following members:

Sub-clause 1. Voting members of the Committee include [12/3/03]:

- a. TSU Governing Board Director of Public Relations (Chair of the Committee) [12/3/03]
- b. One (1) Student-At-Large TSU Governing Board Member
- c. ASI President or designee
- d. ASI Board of Directors Chair or designee
- e. One (1) Faculty member selected by the Chair of the Department of Kinesiology
- f. One (1) Representative selected by the Dean of Students

Sub-clause 2. Non-voting members include:

- a. Rec Sports Director
- b. One (1) Rec Sports Student Employee, appointed by the Rec Sports Director [12/3/03]

ARTICLE X

AMENDMENTS TO THE BYLAWS OF THE TITAN STUDENT UNION CHARTER

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.