

CALL TO ORDER:	Tristan Torres, ASI Board Chair, called the meeting to order at 1:15 p.m.
ROLL CALL	<p><u>Members Present:</u> Abu-Elhaija, Baker, Good, Hidalgo, Hunt, La Scala, Linares, Mahamuni, Mumford, Neal, Ochoa-Guerrero, Pettis, Quinones, Rodriguez, Sheriff, Sherman, Stohs, Torres</p> <p><u>Members Absent:</u> Mahamuni (E)</p> <p><u>Officers Present:</u> Aldazabal, Ansari, Collins, Edwards, Hernandez, Hesgard, Waymire</p> <p><u>Officers Absent:</u></p> <p>*Indicates that the member was in attendance prior to the start of Unfinished Business, but left before the scheduled ending of the meeting. [According to the by-laws, a member of the board who does not remain until the scheduled ending for the meeting (3:45 p.m.) is considered not to be in attendance.]</p> <p>**Indicates that the member was in attendance for a portion of the meeting, but not in attendance prior to the announcement of Unfinished Business. [According to the by-laws, a member of the board who is not in attendance prior to the announcement of Unfinished Business is considered not to be in attendance.]</p>
EXCUSALS	Torres reported that Mahamuni is out of town, and Abu-Elhaija will need to leave the meeting early. Torres asked for a motion and second to excuse the absences and early departures (Pettis-m/Hidalgo-s). There were no objections.
APPROVAL OF AGENDA	(Quinones-m/Sherman-s) Torres informed the Board that there would be no report from the Associate Executive Director. He asked for a motion and second to approve the agenda. The agenda was approved by unanimous consent.
CONSENT CALENDAR	There were two items on the Consent Calendar, i) the minutes from the 03/22/2019 ASI Elections Judicial Council meeting and the 03/26/2019 meeting of the ASI Board of Directors. The items on the calendar were adopted by unanimous consent.
PUBLIC SPEAKERS	None
EXECUTIVE SENATE	
ECSICC	<p>Kyle Snyder, Chair for Engineering and Computer Science Interclub Council (ECSICC) provided an update report on the goals, budget and activities for ECSICC. The report is an attachment to the minutes.</p> <p>Ansari shared appreciation for Snyder bringing in and sharing materials and items produced in the college with the Board.</p>
CSICC	Ethan Young, Events Coordinator for Community Service Interclub Council (CSICC), provided an update report on the goals, budget and activities for CSICC. The report is an attachment to the minutes.

Young shared that he would like to forward a video link to the Board for review. Torres provided his email for further communication.

**NPHC**

Lucinda Iheaso, Chair for National Panhellenic Council (NPHC) provided an update report on the goals, budget and activities for NPHC. The report is an attachment to the minutes.

- Yardshow event May 3<sup>rd</sup>
- Delta Week – 4/21-4/25

La Scala asked where the step show would be held. Iheaso shared the event would be held in front of the SRC/Gym area.

**LOBBY CORPS**

Meghan Waymire, Chief Governmental Officer for Lobby Corps, provided an update report on the goals, budget and activities for Lobby Corps. The report is an attachment to the minutes.

**TIME CERTAIN**

Drew Wiley, Director ASI Leader and Program Development provided an overview of Camp Titan.

- Camp Titan is ASI's philanthropic foundation;
- Received 163 counselor applications for the spring semester; 95 counselors going through training; majority will continue into the summertime
- Camper applications are open – 146 applications received so far
- Working on camper activities and programs for the week
- Recent Fraternity and Sorority Greek Week event, raised approximately \$40,000 to support Camp Titan. A special recognition will be planned for a future BOD meeting; will be done in the next 3-4 weeks
- Completed part of the training program for camp counselors. Held an orientation kick-off meeting; as of Friday will have completed 3 of the 5 training events. Overnight training event coming later in the semester.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

Action: ASI Policy Concerning Employee Conduct

**BOD 052 18/19 (Governance)** A motion was brought to the Board from the Governance Committee to approve changes to ASI Policy Concerning Employee Conduct.

Torres yielded to Maria Linares, Vice Chair/Secretary to review the changes and discussion from Governance. Linares yielded to McDoniel to review the changes.

- Added conflict of interest language
- Moved and reformatted text
- Added Mobile Device usage language for staff

Torres opened the floor to questions. Hunt asked about the Children At Work policy and asked does the policy allow participation in the Bring Your Children to Work program. Edwards clarified that the policy speaks to regular work status where children of employees are not allowed at work, however for special events such as the campus Bring your Children to Work event, ASI is planning to participate as applicable.

Torres opened the floor to discussion. There was no discussion.

Torres asked if there were any objections to moving to a roll call vote. There were no objections.

**BOD 052 18/19 (Governance) MSC: 17-0-0 The motion passed.**

Action: ASI Bylaws

**BOD 053 18/19 (Governance)** A motion was brought to the Board from the Governance Committee to approve changes to ASI Bylaws.

Torres yielded to McDoniel to provide an overview of the changes to the Bylaws. McDoniel reviewed the document and all changes.

Torres opened the floor to questions. Hunt asked about the removal of veto power for the president and the applicable law. McDoniel clarified that the CA Non-Profit law mandates that the veto power is not applicable for the president since they have no vote. Quinones asked if the Board would be mandated to comply with Presidential request to vote again if asked. McDoniel confirmed the Board would need to comply.

Torres opened the floor to discussion. There was no discussion.

Torres asked if there were any objections to moving to a roll call vote. There were no objections.

**BOD 053 18/19 (Governance) MSC: 16-0-1 The motion passed.**

Roll Call Votes		052			053		
		YES	NO	Abstain	YES	NO	Abstain
<b>Arts</b>	Baker	1			1		
	Rodriguez	1			1		
<b>CBE</b>	Neal	1			1		
	Ochoa Guerrero	1					1
<b>Communications</b>	Mumford	1			1		
	Quinones	1			1		
<b>Education</b>	Abu-Elhajja	1			1		
	Hidalgo	1			1		
<b>ECS</b>	Mahamuni	Absent					
	Sheriff	1			1		
<b>HSS</b>	Good	1			1		
	Linares	1			1		
<b>HHD</b>	La Scala	1			1		
	Pettis	1			1		
<b>NSM</b>	Sherman	1			1		
<b>Univ. President's Rep.</b>	Hunt	1			1		

<b>Academic Senate Rep.</b>	<b>Stohs</b>	1				1		
<b>NSM</b>	<b>Torres</b>	1				1		
		YES	NO	Abstain	YES	<b>NO</b>	Abstain	
		<b>17</b>	0	0	16	<b>0</b>	1	

REPORTS

EXECUTIVE OFFICERS

The Executive Officers provided a written report and highlights from their report. The report is an attachment to the minutes.

Hernandez shared information about spring concert promotion through battle of the bands. Shared t-shirts will be distributed over the next few events to promote spring concert. CEC will be promoting support for Tuffy's Basic Needs. Shared a flyer information on community member support programs.

Hesgard shared information on upcoming Roundtable events, first event held today. Urged members to attend events. Mobile Food Pantry event will be held tomorrow, 4/10.

Ansari shared information on upcoming Eat & Greet event; Scholarships are due Monday; encouraged student leaders to participate fully in all responsibilities associated with their positions and reminded that terms are through May 31<sup>st</sup>. Shared an overview of information included in her report.

VICE CHAIR/TREASURER

Abu-Elhajja had no report.

VICE CHAIR/SECRETARY

Linares provided highlights from her written report which is an attachment to the minutes.

- Shared professor from HSS would be providing Social Justice Training in lieu of Dr. Reneau, who is unavailable. Event will be held Friday, 4/12 as originally planned.
- Met with several ASI staff regarding livestreaming meetings. A test run will be held to determine if it will work. Hope to make official in the fall. This is something students have been asking for and will bring transparency and accessibility.

CHAIR

Torres reviewed his written report which is an attachment to the minutes.

Announcements/Members Privilege

Hunt thanked Communications for the planning of the hygiene event for TBN. Need to ensure the donated items are full size.

Rodriguez shared last week during spring break Washington Post reported on a tragic event where a theater student working on group project, ended up stabbing students stating he did the act because he wanted to know what it felt like and was getting into character. The student was a former CSUF student. Shared actions do not reflect the training provided to student actors or CSUF College of the Arts. Encouraged leaders to be aware of individuals who may present concerns. Group activities should be held in public places and urged all to be alert.

Waymire thanked Rodriguez for sharing and to reach out if any assistance is needed or support. Master plan open house tomorrow, from 10:00 a.m. to 7:00 p.m., attend if possible.

Linares thanked Rodriguez for sharing and encouraged her to get support. She further shared information on an upcoming SQE speaker event during their meeting next week, 4/18 from 5:00 p.m. to 7:00 p.m.

Pettis informed the Board that Denim Day is coming and it is an event to support women. Also, 4/24 is her birthday!

Aldazabal informed the Board that tonight is the APIDA heritage Month reception.

Hidalgo shared that his club is holding a master class tonight, hosting a great instructor as part of Arts week.

Adjourn

Torres adjourned the meeting at 2:16 p.m.

  
\_\_\_\_\_  
Maria Linares, Vice Chair/Secretary, ASI Board of Directors  
\_\_\_\_\_  
Ana Aldazabal, ASI President  
\_\_\_\_\_  
Susan Collins, Recording Secretary

# ECS ICC – EXECUTIVE SENATE REPORT

4/9/2018

Kyle Snyder





# GOALS

- ▶ Short Term:
  - ▶ Set up the processes and materials for a smooth transition for the next team of Board Members
- ▶ Long Term: Ensure the clubs have the resources necessary to have a smooth reimbursement process
  - ▶ Created an electronic form that allows students to provide us with the information necessary to fill out their check requests.
  - ▶ "ECS Bucks"
  - ▶ Send mass text messages to remind ICC representatives to relay information to their clubs



# BUDGET BREAKDOWN

## A – Side: 036A

- ▶ 8050: Supplies  
\$150.00 / \$150.00
- ▶ 8051: Printing and Advertising  
\$20.55 / \$50.00
  - ▶ 59% spent
- ▶ 8074: Contract, Fees, and Rentals  
\$2,082.03 / \$2,500.00
  - ▶ 20.3% spent

## B – Side: 036B

- ▶ 8074: Contracts, Fees, and Rentals  
\$3,426.24 / \$8,000.00
  - ▶ 57% allocated 8 of 29 clubs
- ▶ 8077: Travel  
\$0.00 / \$52,000.00
  - ▶ 100% allocated to 12 of 29 clubs

# EVENTS

- ▶ Meet the Dean 2<sup>nd</sup> Night with Industry planned for next Fall 2019



**ECS** CALIFORNIA STATE UNIVERSITY FULLERTON COLLEGE OF ENGINEERING AND COMPUTER SCIENCE

**WEEK** **FEBRUARY 18 - 22, 2019**

**EVENTS**

<b>18 Mon</b>	<b>Spring Welcome &amp; Club Fair</b> Time: 12 pm - 2 pm      Location: ECS Quad Area
<b>19 Tues</b>	<b>Interactive Seminar: Learning to Think Entrepreneurially</b> Time: 11 am - 12:30 pm      Location: CS 206 RSVP!
<b>20 Wed</b>	<b>Industry Talk: The Age of Disruption</b> Time: 1 pm - 2 pm      Location: CS 206 RSVP!
<b>21 Thurs</b>	<b>ECS Career Fair Prep: Walk-In Resume Consultation</b> Time: 2 pm - 5 pm      Location: CS 201C
	<b>ECS Career Fair</b> Time: 10 am - 2 pm      Location: TSU Pavilions
	<b>Professor for a Day</b> Time: 9 am - 5 pm      Location: Various Locations

For more information, please visit: [http://fullerton.edu/aca/ecs\\_week/](http://fullerton.edu/aca/ecs_week/)

QUESTIONS?

CSICC

REPORT:

# SHORT TERM GOALS

- To facilitate the transition of CSICC into the next academic year (2019-2020) .
  - Sent out candidacy interest form in mid-March (5 responses so far, encompassing all four of our available positions)
  - “Speaking Tours” to spread awareness of CSICC among all 11 of our constituent clubs
  - Preparation for banquet

# LONG TERM GOALS

- Better long term marketing for our service organizations.
  - Tabling at Titan Welcome Week
    - Had each of our II organizations create unique club-promoting binders for CSICC's table
  - Spring into Service! (3/14)
    - Spread awareness of CSICC and community service causes with interactive service projects

# LONG TERM GOALS

SPRING INTO  
SERVICE





# CURRENT FUNDING STATUS

- SIDE A

- Supplies = 87%
- Printing and Advertising = .80%
- CFRs = 75%

- SIDE B

- C/F/Rs = 26%
- Travel = 85%

# END OF REPORT

- Links for all presentations we used showing our goals to the service orgs.
  - New incentives and TitanWeek
    - <https://docs.google.com/presentation/d/1YtNoHcJPfbfz0bZxvB8QYqteMcGikLdErOwZbv0sswM/edit?usp=sharing>

# The National Pan-Hellenic Council



# Goals

**A. Collaboration:** By the end of the 2018-2019 year, NPHC will have collaborated with at least two organizations outside the council, whether that be another Fraternity and Sorority Life organization or department.

NPHC will be collaborating with the Multicultural Greek Council during the Omega Yard Show to represent and teach about more than one culture. We have and will continue to document our collaborations with any other councils as well as groups on campus.

**B. Intra-council support:** Each organization within the CSUF NPHC is urged to support one another's events to go against stereotypes of Greek Life and show people in this council, as well as students and the rest of the community that we are a unified and respectful family.

**C. Community Outreach:** As the purpose of our council and foundation of our individual service-based organizations, being a part of the community is essential. We will continue to be an integral part of the community through the activities we host.



## *2. Current Funding Status*

- A. We have spent \$251 for our NPHC/BSU DJ.
- B. We have spent \$62 on supplies
- C. We have spent \$85 for Apollo Night.

# Historical Spending

- We usually use all of our remaining budget towards the annual Yard Show. We expect around 150- 200 people to attend, so we spend it on food, a dj, and promotional items such as flyers.

# Upcoming Events

- Omega Psi Phi Fraternity Inc. Yardshow – Friday May 3<sup>rd</sup>
- Delta Week- April 21<sup>st</sup> – April 25<sup>th</sup>



# Lobby Corps

BOARD REPORT | APRIL 8 2019



# Goals

## SHORT TERM

- \* Transition incoming Lobby Corps team
- \* Implement final advocacy campaigns and events

## LONG TERM

- Increase retention of Lobby Corps members
- Elevate the student voice in the political process



# Past Events



# CHESS

15 students, 4 teams, 9 lobby visits  
Advocated for:

- Accessible financial aid for undocumented students
- Expanding Cal Grants for Summer courses
- Ensuring financial aid covers full cost of attendance
- Breaking down barriers
- Basic needs







# Advocacy Event for Undocumented Student Financial Aid



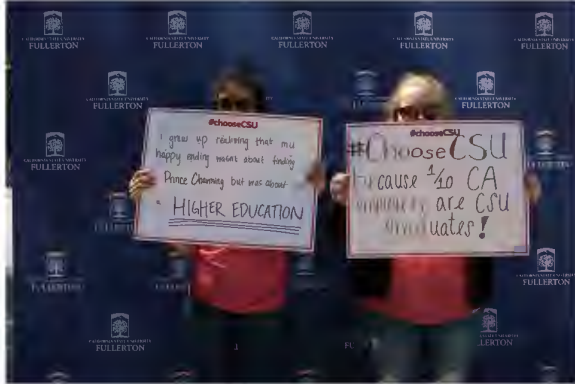
- Partnered with TDRRC and Dream Co-Op
- Talked about AB 541 & AB 542
  - AB 541
  - AB 542
- Planning future letter writing and phone banking events
- Systemwide impact -> Board of Trustees & State Legislature



# Future Events

and whatnot

# May Advocacy Day



- Systemwide advocacy day before the May revise budget is released
- Planning with our CHESS delegation as to what we want to have at our event
- 2 students will go to Sacramento to lobby with other CSU student leaders
- May 6 - details tbd



# Continuing Projects



- \* **It's On Us Campaign**
- \* **Free the Vote Campaign**
- \* **Start planning for potential OC Congressional Leadership Townhall in the Fall**

# Budget

	Spent	Used For
8050 - Supplies	51%	CHESS materials
8051 - Printing & Advertising	34%	Printed marketing; remainder will be used for advocacy campaigns and handouts
8074 - CFR	31%	Voter registration efforts; remainder will be used for May Day
8077 - Travel	71%	CSSA, CSUnity, CHESS, CSU Advocacy Day, CSU Hill Day

**\*\*\*NOTE: These are not up to date (still awaiting marketing receipts, CSU Hill Day, and more)**



# Thanks!

## Any questions?





**CALIFORNIA STATE UNIVERSITY, FULLERTON™**

**A RESOLUTION APPROVING CHANGES TO ASI POLICY CONCERNING EMPLOYEE CONDUCT**

**Sponsor:** Maria Linares

**WHEREAS**, The Associated Students, Incorporated (ASI) is a 501(c)(3) nonprofit organization that operates as an auxiliary organization of California State University, Fullerton; and

**WHEREAS**, ASI is governed by the ASI Board of Directors, who set policy for the organization, approve all funding allocations to programs and services, and advocate on behalf of student interests on committees and boards; and

**WHEREAS**, the current ASI Policy Concerning Employee Conduct lacks language of conflict of interest and information on management of mobile devices; therefore let it be

**RESOLVED**, ASI approves inclusion of conflict of interest to ASI Policy Concerning Employee Conduct; and let it be

**RESOLVED**, ASI approves inclusion of management of mobile devices to ASI Policy Concerning Employee Conduct; and let it be finally

**RESOLVED**, that this resolution be distributed to the ASI Executive Director, ASI Associate Executive Director, and applicable ASI departments for appropriate action.

Adopted by the Board of Directors of the Associated Students Inc., California State University, Fullerton on this ninth day of April in the year two thousand nineteen.

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Tristan Torres  
Chair, Board of Directors

Maria Linares  
Vice Chair/Secretary, Board of Directors

Associated Students Inc., California State University, Fullerton President/CEO does hereby  
[ ] approve / [ ] refuse to approve this resolution.

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Ana Aldazabal  
ASI President/CEO

Date



## POLICY CONCERNING EMPLOYEE CONDUCT

### PURPOSE

The following policy is intended to outline certain guidelines to govern employee conduct and relations at Associated Students, Inc. Adherence to the employee rules and regulations of ASI is necessary to ensure the organization is successful in carrying out its mission on campus. The goal of this policy is to create positive employee and employer relationships by providing for the fair and consistent treatment of staff and to ensure that all employees are aware of their obligations to the organization. This policy is not all inclusive and in the absence of written policy, common sense and good decency should be the focus.

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- PURPOSE..... 1**
- WHO SHOULD KNOW THIS POLICY..... 1**
- DEFINITIONS..... 2**
- REGULATIONS ..... 3**
- 1. CONDUCT GUIDELINES..... 3**
  - a. Accountability..... 3
  - b. Inclusion..... 3
  - c. Collaboration..... 3
  - d. Customer Service..... 3
  - e. Respect ..... 3
  - f. Trustworthiness..... 3
- 2. STAFF CODE OF CONDUCT..... 3**
  - a. Theft & Fraud ..... 4
  - b. Safety ..... 4
  - c. Timekeeping, Attendance & Performance..... 4
  - d. Conflict of Interest ..... 4
- 3. WORKPLACE CONDUCT..... 5**
  - a. Job Abandonment..... 5
  - b. Respect for a Non-Partisan Organization..... 5
  - c. Support for the Mission of the Organization ..... 5
  - d. Non-Fraternization ..... 5
  - e. Children at Work ..... 5
- 4. WORKPLACE VIOLENCE..... 6**
- 5. MOBILE DEVICES ..... 6**
  - a. ASI Provided Mobile Device Options ..... 7

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**WHO SHOULD KNOW THIS POLICY** . 1¶  
**DEFINITIONS** . 2¶  
**REGULATIONS** . 2¶  
**1. CONDUCT GUIDELINES** . 2¶  
a. **Accountability** . 2¶  
b. **Inclusion** . 3¶  
c. **Collaboration** . 3¶  
d. **Customer Service** . 3¶  
e. **Respect** . 3¶  
f. **Trustworthiness** . 3¶  
**2. STAFF CODE OF CONDUCT** . 3¶  
a. **Theft & Fraud** . 3¶  
b. **Safety** . 3¶  
c. **Timekeeping, Attendance & Performance** . 4¶  
**3. WORKPLACE CONDUCT** . 4¶  
a. **Job Abandonment** . 4¶  
b. **Respect for a Non-Partisan Organization** . 4¶  
c. **Support for the Mission of the Organization** . 4¶  
d. **Non-Fraternization** . 4¶  
**4. WORKPLACE VIOLENCE** . 5¶  
**5. CHILDREN AT WORK** . 5¶

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### WHO SHOULD KNOW THIS POLICY

- |  |  |
|--|--|
| <input type="checkbox"/> Budget Area Administrators            | <input checked="" type="checkbox"/> Volunteers |
| <input checked="" type="checkbox"/> Management Personnel       | <input type="checkbox"/> Grant Recipients      |
| <input checked="" type="checkbox"/> Supervisors                | <input checked="" type="checkbox"/> Staff      |
| <input checked="" type="checkbox"/> Elected/Appointed Officers | <input type="checkbox"/> Students              |

## DEFINITIONS

For Purpose of this policy, the terms used are defined as follows:

Terms	Definitions
<b>Act of violence</b>	An intentional act that causes bodily harm, however slight to another person or damage to the property of another
<b>ASI premises</b>	All real property leased or owned by Associated, Students, CSUF, Inc. This includes the Children's Center, Titan Student Union, and Student Recreation Center.
<b><u>CSU Fullerton Data Level 1 Classification</u></b>	<u>Access, storage, and transmission of Level 1 Confidential information are subject to restrictions as described in CSU Asset Management Standards. Information may be classified as confidential based on disclosure exemptions, severe risk, limited use, legal obligations, and more.</u>
<b><u>CSU Fullerton Data Level 2 Classification</u></b>	<u>Access, storage, and transmission of Level 2 Internal Use information are subject to restrictions as described in CSU Asset Management Standards. Information may be classified as internal use based on sensitivity, moderate risk and more.</u>
<b><u>CSU Fullerton Data Level 3 Classification</u></b>	<u>Information which may be designated by our campus as publicly available and/or intended to be provided to the public. Information at this level requires no specific protective measures but may be subject to appropriate review or disclosure procedures at the discretion of the campus in order to mitigate potential risks. Disclosure of this information does not expose the CSU to financial loss or jeopardize the security of the CSU's information assets.</u>
<b>Customer service areas</b>	Any physical location at which customer business is routinely transacted and publicly visible.
<b>Dating</b>	Entering into a consensual sexual or romantic relationship with another employee.
<b>Employee</b>	A person who is hired by ASI for a wage or fixed payment in exchange for personnel services and does not provide the service as part of an independent business.
<b>Insubordination</b>	Willful disregard of a supervisor's instructions or an act of disobedience to proper authority
<b>Intimidation</b>	An intentional act toward another person, causing the other person to reasonably fear for their safety or the safety of others.
<b>Minors</b>	Persons under the age of eighteen
<b><u>Personal device</u></b>	<u>A mobile device that is the personal property of the employee</u>
<b>Threat of violence</b>	An intentional act that threatens bodily harm, however slight to another person or damage to the property of another
<b><u>University Phone</u></b>	<u>A mobile device that is the property of ASI.</u>
<b>Volunteer</b>	Anyone who without compensation or expectation of compensation beyond reimbursement performs a task at the direction of and on behalf of ASI.
<b>Workplace aggression</b>	Repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment
<b>Working Hours</b>	Hours of operation as determined by the location at which the employee works

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## REGULATIONS

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### 1. CONDUCT GUIDELINES

The mission of Associated Students Inc. is to foster meaningful student development opportunities through leadership, volunteer, and employment experiences. In addition to out-of-classroom learning opportunities, the ASI provides campus community members with important social, cultural, and recreational opportunities as well as a wide range of programs and services. In recognition of its responsibility to enhance student life, the ASI encourages and supports the activities of all California State University, Fullerton recognized student organizations whose activities stimulate individual and group participation within the university community.

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To accomplish this mission, ASI has established a set of conduct guidelines regarding the behavior of its employees and volunteers. These guidelines represent a standard of conduct which all employees and volunteers should strive to achieve. The guidelines include:

a. Accountability

ASI employees are held accountable for their actions and for setting an example for others.

b. Inclusion

ASI employees are committed to creating a supportive and inclusive working environment where a diverse population can come together and successfully accomplish the mission of the organization.

c. Collaboration

ASI employees are committed to creating a collaborative work environment where all input is valued and an emphasis is placed on cooperation for the good of the organization.

d. Customer Service

ASI employees support the mission of the organization which includes providing a wide range of programs and services to the campus by delivering excellent customer service. They are eager to support their fellow employees and are dedicated to meeting the needs of customers.

e. Respect

ASI employees demonstrate respect of other people at all times. They treat others as they want to be treated. They respect people's differences and are always ready to learn the most effective way of serving them.

f. Trustworthiness

ASI employees are trustworthy. They keep their promises, fulfill their commitments, and abide by the letter and well as the intent of all agreements.

### 2. STAFF CODE OF CONDUCT

To ensure orderly operation and to promote efficiency, productivity and cooperation among employees, ASI expects employees to follow rules of conduct that will protect the interest and safety of all employees and ASI.

The following conduct is prohibited and will not be tolerated by ASI. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and ASI operations also may be prohibited. ASI has a zero tolerance for workplace violence.

ASI reserves the exclusive right to determine appropriate disciplinary action for any violation of company policy. This statement of prohibited conduct does not alter ASI's policy of at-will employment. Either the employee or ASI remain free to terminate the employment relationship at any time, with or without cause or advance notice.

Moved (insertion) [2]

*a. Theft & Fraud*

Any theft or fraud committed by an employee will not be tolerated by ASI. This includes: theft or unauthorized removal of property from the corporation, fellow employees, customers, or any person on the employer's property; misuse of funds or property; obtaining employment based on false or misleading information; altering, falsifying, or destroying any timekeeping record; punching another employee's time card or allowing another employee to punch one's time card; and falsifying information or making material omissions in any document or record, including the making of a statement on an employment-related matter, which an employee knows, or should have reasonably known, to be false and/or without merit.

*b. Safety*

ASI is committed to protecting the safety of all of the organization's employees. All of the following are prohibited: possession, distribution, sale, transfer, or use of alcohol, marijuana, or illegal drugs in the workplace, on company property, while on duty, appearing for duty, or working under the influence of alcohol and/or drugs, or while operating employer-owned vehicles or equipment; actual or threatened physical violence towards another employee, customer or visitor; violating safety or health policies and/or practices or engaging in conduct that creates a safety or health hazard; smoking in prohibited areas; possession of dangerous or unauthorized materials such as explosives, firearms, weapons, or any other hazardous or dangerous devices; and harassment, especially sexual, racial or other harassment prohibited by law or ASI policy, including behavior or language offensive to others.

*c. Timekeeping, Attendance & Performance*

Accurate timekeeping of attendance and satisfactory performance of ASI employees is necessary for the efficiency and productivity of the corporation. All of the following are prohibited: frequent or excessive tardiness or absences from work or an employee's work area; unauthorized use of telephone, mail systems, computer systems, or other employer-owned equipment; release of confidential information about the corporation, its customers, or employees; unsatisfactory job performance or incompetence; discrimination prohibited by law; carelessness or negligence when performing duties; sleeping on duty; boisterous or disruptive activity in the workplace; misusing, destroying, or damaging property of the corporation or that of a fellow employee, customer, or visitor; insubordination, including improper conduct toward a supervisor or refusal to perform tasks assigned by a supervisor; or violation of any ASI policy.

*d. 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, of more than token value, from vendors, suppliers, and customers.

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

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

Each year, all members will receive a copy of this policy and indicate with his/her signature that he/she has read and understood the policy. The signed statement will be kept on file in the ASI administrative Office.

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Moved up [2]: ASI reserves the exclusive right to determine appropriate disciplinary action for any violation of company policy. This statement of prohibited conduct does not alter ASI's policy of at-will employment. Either the employee or ASI remain free to terminate the employment relationship at any time, with or without cause or advance notice.¶

### 3. WORKPLACE CONDUCT

To ensure orderly operation and promote efficiency, productivity, cooperation, and safety, ASI expects all employees to adhere to the following workplace conduct guidelines.

a. Job Abandonment

A job is considered abandoned by the employee if more than two consecutive shifts are missed without notice to the supervisor or if the employee fails to return from an authorized leave on the date such leave ends. Job abandonment may be grounds for immediate termination of employment.

b. Respect for a Non-Partisan Organization

Although individual employees are entitled to their own personal or political views, Associated Students Inc. as a corporation cannot endorse any political candidates. Under the Internal Revenue Code, all section 501(c)3, organizations are prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf, or in opposition to, any candidate for elected public office.

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c. Support for the Mission of the Organization

All employees of Associated Student Inc. must support the mission of the organization including, but not limited to, the equal support of all student leaders and support of the positions taken by the organization.

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d. Non-Fraternization

The Associated Students Inc. desires to avoid misunderstandings, complaints of favoritism, possible claims of sexual harassment, and 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 organization, 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.

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An employee or volunteer of the ASI or the campus community who fails to withdraw from participation in activities or decisions that may reward or penalize the party with whom they are having a consensual personal or romantic relationship will be deemed to have violated this policy.

All employees should also remember ASI maintains a strict policy against unlawful harassment of any kind, including sexual harassment.

e. Children at Work

Due to health and safety concerns, employees are prohibited from having minors (persons under the age of eighteen) visit their worksite during working hours, unless the minor's visit is the result of unforeseen, emergency circumstances beyond the control of the employee for a limited time.

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Employees must first obtain the permission of their immediate supervisor before bringing minors into the workplace. Recurring visits may result in disciplinary action. Employees will be held liable for the actions of their children during all times they are on ASI premises.

The presence of children in the workplace creates a distraction that can compromise an employee's ability to perform their duties. Employees are urged to make appropriate arrangements for dependent care and/or use their accrued leave in order to minimize incidents of child visitors.

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#### 4. WORKPLACE VIOLENCE

ASI is committed to providing a work environment that is as free as possible from intimidation, threats of violence, and acts of violence. Intimidation is defined as an intentional act toward another person, causing the other person to reasonably fear for their safety or the safety of others. A threat of violence is defined as an intentional act that threatens bodily harm to another person or damage to the property of another. An act of violence is defined as an intentional act that causes bodily harm, however slight, to another person or damage to the property of another.

Any acts or threatened acts of violence or intimidation will not be tolerated. Anyone engaging in such acts will be subject to disciplinary action, up to and including immediate termination, and may also be personally subject to other civil or criminal liabilities.

Violent behavior includes, but is not limited to:

- a. The actual or implied threat of harm to an individual, group or individuals, or relatives of those individuals.
- b. The possession on ASI or California State University, Fullerton ("university") property of a firearm or weapon of any kind (unless specifically authorized in writing by the ASI Executive Director, in concert with the University Police Department), or the brandishing of any object which could reasonably be construed as a firearm or weapon. The term "property" shall include any ASI or university work site regardless of ownership, or any location where the individual is engaged in ASI or university business.
- c. Loud, angry, or disruptive behavior that is clearly not a part of the typical work environment, including:
  - Unwelcome name-calling, obscene language, and other abusive behavior
  - Intimidation through direct or veiled threats
  - Throwing objects in the workplace regardless of the size or type of the object being thrown, or whether the person is the target of the thrown object
  - Physically touching another person in an intimidating, malicious, or harassing manner, including such acts as hitting, slapping, poking, kicking, pinching, grabbing and pushing
  - Physically intimidating others including such acts as obscene gestures, shouting, and fist shaking.
  - Callous or intentional disregard for the physical safety or well-being of other(s).
  - Willful destruction of ASI, university, customer, or employee property.
  - Commission of a violent felony or misdemeanor on ASI or university property.

This policy applies to employees engaging in any violent behavior regardless of whether or not the behavior is exhibited during the employees' regular work schedule. Any employee who is subjected to, witnesses or has knowledge of an action which could be perceived as a violent act, or has reason to believe that such actions may occur, must report it immediately to their supervisor, the Human Resources Director, or to the ASI Executive Director. Employees may raise concerns and make reports without fear of reprisal.

#### 5. MOBILE DEVICES

All employees using mobile device(s) in part to conduct any ASI business may be subject to public record, subpoena, or other formal requests of information. Due to being able to create, receive, send, or store ASI data. As a result, information contained on devices are subject to Federal and State Data Maintenance laws (e.g., public record requirements or record retention requirements). Regardless of being ASI/University Phone or a personal mobile device all employees must refrain from using mobile devices to relay confidential information, and are required to follow all State and Federal laws.

##### Data Security

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Moved up [1]: <#>CHILDREN AT WORK¶  
<#>Due to health and safety concerns, employees are prohibited from having minors (persons under the age of eighteen) visit their worksite during working hours, unless the minor's visit is the result of unforeseen, emergency circumstances beyond the control of the employee for a limited time.¶  
<#>Employees must first obtain the permission of their immediate supervisor before bringing minors into the workplace. Recurring visits may result in disciplinary action. Employees will be held liable for the actions of their children during all times they are on ASI premises.¶  
<#>The presence of children in the workplace creates a distraction that can compromise an employee's ability to perform their duties. Employees are urged to make appropriate arrangements for dependent care and/or use their accrued leave in order to minimize incidents of child visitors.¶

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Any mobile devices that have data capabilities must be password protected. If a mobile device with data capabilities is stolen or missing, it must be reported to the employee's supervisor, the service provider, and to ASI Information Technology as soon as possible.

All employees are expected to delete all ASI data from their mobile devices when their employment with ASI is severed, except when required to maintain that data in compliance with a litigation hold notice.

a. ASI Provided Mobile Device Options

ASI full time exempt employees who perform critical functions and/or have been identified as having a business need for mobile device usage depending on the nature of their job as eligible for either mobile device reimbursement or ASI/University phone.

Commented [BK1]: Does this sentence get what Drew was looking for now?

Department Directors must initiate the process of receiving a mobile device reimbursement or ASI/University phone and must be approved by the Executive Director or designee. Reimbursement rate is set annually as part of the budget process.

**Category 1: ASI/University Phones**

To be eligible for ASI/University Phone:

- ASI full time exempt employee whose position necessitates contact twenty-four (24) hours' a day
- ASI full time exempt employee that has access to Level 1 Data

The make and model of ASI/University phones are issued, managed, and configured by ASI Information Technology.

**Category 2: Mobile Device Reimbursement**

To be eligible for a mobile device reimbursement:

- ASI full time exempt employee whose position necessitates contact twenty-four (24) hours' a day

The employee chooses the device and service plan; ASI is not a party to the agreement with the provider. The purchase and maintenance for all employee-owned personal mobile device(s) is the responsibility of the employee.

DATE APPROVED: 03/07/2017



**CALIFORNIA STATE UNIVERSITY, FULLERTON™**

**A RESOLUTION AMENDING AND REORGANIZING ASI BYLAWS**

**Sponsor:** Maria Linares

**WHEREAS**, The Associated Students Inc., CSUF (ASI) is a 501(c)(3) nonprofit organization that operates as an auxiliary organization of California State University, Fullerton; and

**WHEREAS**, ASI is governed by the ASI Board of Directors, who set policy for the organization, approve all funding allocations to programs and services, and advocate on behalf of student interests on committees and boards; and

**WHEREAS**, ASI corporate policy provides guidance for how ASI works to achieve the mission and goals of the organization; and

**WHEREAS**, ASI has established a Policy Concerning Executive Officers Operations, Board of Trustees Operations, and Elections; and

**WHEREAS**, ASI has revised the Policy Concerning Board of Directors Operations which added language about Board Leadership, clarified duties of Directors and standing committees of the Board; and

**WHEREAS**, ASI has revised the Policy Concerning Composition and Duties of Commissions which clarified the purpose and members of all commissions and established the Social Justice and Equity Commission; and

**WHEREAS**, the ASI Bylaws includes language that is also stated in ASI Policy and the Bylaws lack language required by the State of California Non-profit Corporate Code; therefore let it be

**RESOLVED**, ASI strikes the redundancies from ASI Bylaws that are stated in ASI Policy; and let it be

**RESOLVED**, ASI reorganizes and adds language to comply with State of California Non-profit Corporate Code; and let it be finally

**RESOLVED**, that this resolution be distributed to the ASI Executive Director, ASI Associate Executive Director, and applicable ASI departments for appropriate action.

Adopted by the Board of Directors of the Associated Students Inc., California State University, Fullerton on this ninth day of April in the year two thousand nineteen.

---

Tristan Torres  
Chair, Board of Directors

Maria Linares  
Vice Chair/Secretary, Board of Directors



Associated Students Inc., California State University, Fullerton President/CEO does hereby  
[ ] approve / [ ] refuse to approve this resolution.

---

Ana Aldazabal  
ASI President/CEO

Date



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# BYLAWS OF THE ASSOCIATED STUDENTS INC. CALIFORNIA STATE UNIVERSITY, FULLERTON

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## ARTICLE I MEMBERSHIP

**Section 1. NON-MEMBER CORPORATION** This Corporation shall not have statutory members as that term is intended in Corporations Code Section 5056. Except as to specific privileges accorded the California State University, Fullerton (hereafter referred to as CSU Fullerton), student body as stated in these Bylaws, the Board of Directors shall exercise full authority over the affairs and operations of this corporation, subject to limitations expressed in law or regulations, or by CSU Fullerton Policy.

**Commented [BK1]:** Section 1 and 2 added per counsel

**Section 2. STUDENT BODY PRIVILEGES** CSU Fullerton student body is designated as "members" pursuant to Corporation Code Section 5332.

Clause 1. Any person registered as a student at CSU Fullerton in any regular term and pays membership fees shall be termed "regular member" and are entitled to:

- a. Qualify, seek and hold ASI office, either by running for office or appointment;
- b. Participate in elections to become either ASI President, ASI Vice President, representative Director, or student Trustee;
- c. Be appointed to a student leadership position as established by the Board of Directors;
- d. Admission to corporation-sponsored activities and sponsored services without charge or at a reduced rate;
- e. Join campus student organizations recognized by CSU Fullerton;
- f. Represent the corporation in CSU Fullerton competition consistent with applicable eligibility rules; and
- g. Other privileges prescribed by the Board of Directors.

**Section 3. ASSOCIATE MEMBERS** Associate members are entitled to regular membership privileges except for voting, making motions, and holding corporation office.

**Section 4. MEMBERS** The Board of Directors elected by the Student Body and are defined as members of the corporation

**Commented [BK2]:** Amended to match the Articles of Incorporation

**Section 5. DESIGNATED MEMBER** The President of CSU Fullerton serves an open term as a designated member, and may assign another University official as designee, to the Board of Directors and the Titan Student Centers (hereafter referred to as TSC) Board of Trustees by written notice to the corporate recording secretary.

**Commented [BK3]:** Section 5 and 6 added per counsel

**Section 6. LIAISON OFFICERS** Executive Officers serve as standing liaison officers to the Board of Directors and shall not have voting privileges. They shall oversee specific areas and may provide reports and advise the Board of Directors. They serve by virtue of their positions.



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## ARTICLE II BYLAWS AND STUDENT FEES

Section 1. **COPIES OF THE BYLAWS** An up-to-date copy of these Bylaws shall be maintained by the Recording Secretary of the Board of Directors. These Bylaws shall be made available to members of the student body, to the Board of Directors, and any other interested persons.

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

**Commented [BK4]:** Section 2 and 3 were amended to reflect accurately

Section 3. **AMENDMENTS** The Board of Directors shall institute a review of these Bylaws and the Articles of Incorporation when necessary or when changes of the law may require. These Bylaws can be amended only by a two-thirds vote of the Board of Directors.

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

Clause 1. Supporting Organization under Internal Revenue Code (IRC) Section 509(a)(3).

**Commented [BK5]:** Added per counsel

- a. This corporation has been organized and shall operate exclusively in support of CSU Fullerton and shall be overseen and supervised by that institution as specified in IRC Section 509(a)(3).
- b. The Board of Directors shall designate a publicly supported educational or charitable organization as described in IRC Sections 170(b)(1)(A)(iv), 501(c)(3) and 509(a)(1) or 509(a)(2), in substitution for CSU Fullerton, for purposes specified in the Articles of Incorporation if CSU Fullerton:
  - I. Shall cease to be an organization described in IRC Sections 170(b)(1)(A)(iv), 501(c)(3) and 509(a)(1) or 509(a)(2); or
  - II. Shall substantially abandon the charitable and educational purposes that this corporation is organized to support.
- c. This corporation shall not accept any contribution from any "prohibited person."

Clause 2. An "ad hoc committee" has all of the authorization and duties of a standing committee except that it is established by the Board of Directors for a particular purpose and shall dissolve upon completion of its assigned purpose or twelve months of its creation, whichever first occurs.

**Commented [BK6]:** All definitions were amended for clarity

Clause 3. A "standing committee" is a committee authorized by the Board of Directors to provide and make recommendations of the regular ongoing functions for which it was formed.

Clause 4. A "standing advisory committee" is an advisory committee authorized by the Board of Directors to serve a consultative role and advise the Board of Directors.

Clause 5. A "standing sub-committee" is a sub-committee authorized by the TSC Board of Trustees to provide and make recommendations of the regular ongoing functions for

**Commented [BK7]:** Added to define TSC Board of Trustees committees properly, since TSC BOT is a subboard of the ASI BOD



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which it was formed.

Clause 6. Due cause shall be defined as:

- a. Absences due to participation in an official CSU Fullerton recognized program at which the member's attendance is required;
- b. Absences due to illness of a Director or a member of their immediate family who requires the member's care or for bereavement of an immediate family member;
- c. Absences due to requirements of official ASI business; or
- d. Absences due to individual circumstances; due cause and validity are to be determined by the ASI Board of Directors on a case-by-case basis; and
- e. Limited to two (2) excused absences per semester.

Clause 7. A "prohibited person" is a person who:

Commented [BK8]: Added per counsel

- a. Controls, directly or indirectly, either alone or with persons listed below, the Board of Directors of this corporation or any successor organization designated pursuant to the Articles of Incorporation;
- b. A member of the family of an individual listed above; or
  - l. Individual's family includes: spouse, ancestors, children, grandchildren, great-grandchildren, and spouses of children, grandchildren, and great-grandchildren, as well as the individual's brothers and sisters, by whole or half blood, and their spouses.
- c. A corporation, partnership, trust, or estate more than thirty-five (35) percent of which is actually or constructively controlled by persons described above.

## Section 5. STUDENT FEES

Commented [BK9]: Added per counsel

Clause 1. California Education Code Section 89300 et seq, together with system and campus policy, authorize a process for the setting of Category II mandatory student fees upon which the corporation relies as a student body organization, and otherwise. The student body election process is separate and distinct from the student leadership selection, referendum, and initiative processes utilized by the corporation.

- a. Referendum and initiative processes are to ensure appropriate and meaningful consultation are utilized before a vote by the student body to adjust an existing Category II campus-based mandatory fee or establish a new campus mandatory fee.

Clause 2. Fee Collection and Disbursements: California Code of Regulations, Title 5, Section 41409, requires the University to collect applicable Category II fees and periodically disburse them to the corporation. The Board of Directors shall establish requisite standards and procedures for the administration of such fee funds.

Clause 3. Fees utilized by this organization must follow the Integrated California State University Administrative Manual (ICSUAM) Section 1300 CSU Auxiliary Organizations Compliance Guide.

Commented [BK10]: Defines that ASI cannot just spend funds on whatever they want, they are bound to rules and regulations



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## ARTICLE III

# MEETINGS, QUORUM AND VOTING PRIVILEGES, AND BOARD ACTION

Commented [BK11]: Pulled out of BOD and TSC BOT area to remove redundancy and amended accordingly

### Section 1. PLACE OF MEETING

- Clause 1. All meetings of the Board of Directors and TSC Board of Trustees shall be held at the principal office of the corporation or at such other place as may be designated for that purpose from time to time by the Chair.

### Section 2. NOTICE AND CONDUCT OF MEETINGS

- Clause 1. The Board of Directors and all of its committees, the TSC Board of Trustees and its standing sub-committees, and the Elections Judicial Council shall conduct their business in duly noticed public meetings and are required to comply with all provisions of the Gloria Romero Open Meetings Act (Education Code Sections 89305 to 89307.4) as outlined in section 89305.1(b)(1)(B)(i)-(iv) of the California State Education Code.
- Clause 2. Written Notice of every regular meeting shall be given at least seventy-two (72) hours prior to the date set for the meeting (pursuant to Education Code Section 89305.5).
- Clause 3. The *Robert's Rule of Order, Newly Revised* shall guide meeting parliamentary procedure consistent with subsection (1) above.
- Clause 4. *Roll Call Vote* shall be used for all action items on the agenda with the exception of approving the agenda, approving minutes, or parliamentary procedures.
- Clause 5. The Board of Directors may adopt more specific meeting written practices as warranted.

### Section 3. REGULAR MEETINGS

Commented [BK12]: Amended for clarity

- Clause 1. All meeting shall be in accordance to these Bylaws and ASI Policy.
- Clause 2. Schedule
- The Board of Directors shall typically hold regular meetings, at such times as the Board shall set by resolution, on Tuesdays throughout the academic year.
  - The Titans Student Centers (TSC) Board of Trustees shall hold regular meetings two times a month on Wednesdays throughout the academic year.
  - The Board of Director standing committees and TSC Board of Trustees standing sub-committees shall hold regular meetings throughout the academic year.
  - Elections Judicial Council shall establish annually a schedule by the start of the spring semester.



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#### Section 4. **CLOSED MEETINGS**

- Clause 1. The Board of Directors and all of its committees and the TSC Board of Trustees and its standing sub-committees may hold closed meetings from which the public is excluded only in accordance to ASI Policy.

#### Section 5. **SPECIAL MEETINGS**

- Clause 1. The Board of Directors and all of its committees and the TSC Board of Trustees and its standing sub-committees may hold special meetings by providing notice at least twenty-four (24) hours' prior to the meeting and only in accordance to ASI Policy.

#### Section 6. **EMERGENCY MEETINGS**

- Clause 1. In case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the ASI Board of Directors may hold an emergency meeting without complying with the twenty-four (24) hours' notice requirement and/or the twenty-four (24) hour posting requirement. The Board of Directors must provide a minimum of one-hour notification by telephone (if telephone services are functional) to the public media and complies with Education Code Sections 89306.5 (c) and (d) and only in accordance to ASI Policy.

#### Section 7. **QUORUM AND VOTING PRIVILEGES**

- Clause 1. Quorum for the Board of Directors and all its committees, TSC Board of Trustees and its standing sub-committees, and the Elections Judicial Council is defined as at least 50% plus one (1) voting member. During meetings, the Chair shall be counted in the quorum.
- Clause 2. A quorum must be present at all regular and special meetings for the official transaction of business.
- Clause 3. In order to be counted in quorum and vote, a member must be present from the time a motion is seconded to the calling of the question on that motion as well as meet attendance requirements.
- Clause 4. No member is allowed to vote by proxy.

#### Section 8. **BOARD ACTION**

- Clause 1. The Board of Directors and all of its committees, TSC Board of Trustees and its standing sub-committees shall not take action on any item unless notice and agenda of the meeting where the item will be discussed and acted upon has been legally provided for under the Education Code and all other appropriate laws or unless an emergency situation exists.
- Clause 2. A meeting at which a quorum is initially present may continue to conduct business, despite the withdrawal of some members from that meeting, if any action taken or decision made is approved by at least a majority of the required quorum for that meeting.
- Clause 3. Certain action may require a two-thirds (2/3) majority vote as specified.





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- Clause 4. Every action taken or decision made by a majority of the Board of Directors present at a duly held meeting at which a quorum is present shall be an act of the Board of Directors, subject to the more stringent provisions of the California Nonprofit Public Benefit Corporation Law, including, without limitation, those provisions relating to:
- a. Approval of contracts or transactions in which a Director has a direct or indirect material financial interest;
  - b. Approval of certain transactions between corporations having common directorship;
  - c. Creation of and appointments to committees of the board; or
  - d. Indemnification of directors.

Clause 5. Upon written notice to the Board of Directors within nine (9) days of Board Action, the ASI President may require a two-thirds (2/3) majority Board of Directors vote, within fourteen (14) days of the notice, to validate such action. This requirement does apply to appointments or elections.

**Commented [BK13]:** President's Veto was removed per counsel



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## ARTICLE IV BOARD OF DIRECTORS

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

- Clause 1. Voting members of the Board of Directors, each of whom is entitled to vote (hereinafter referred to as Directors) shall consist of:
- two Directors from the College of the Arts,
  - two Directors from the Mihaylo College of Business and Economics,
  - two Directors for the College of Communications,
  - two Directors from the College of Education,
  - two Directors from the College of Engineering and Computer Science,
  - two Directors from the College of Health and Human Development,
  - two Directors from the College of Humanities and Social Sciences, and
  - two Directors from the College of Natural Sciences and Mathematics.

Clause 2. Designated Directors, each of whom is entitled to a vote shall consist of:

- one Director appointed by the Academic Senate Chair, and
- one Director appointed by the President of the University.

**Commented [BK14]:** Clarifying these members are appointed, not student elected, but still have a vote

Clause 3. Standing Liaison Officers (who have no vote) to the Board of Directors shall consist of:

- ASI President,
- ASI Vice President,
- ASI Chief Campus Relations Officer,
- ASI Chief Communications Officer,
- ASI Chief Governmental Officer, and
- ASI Chief Inclusion and Diversity Officer.

Clause 4. Standing Advisor to the Board of Directors and is not a Board member:

- ASI Executive Director.

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

- Clause 1. The ASI President and the Board of Directors shall jointly determine the financial assets of Associated Students Inc.
- Clause 2. The Board of Directors shall require two-thirds vote to ratify changes in the Articles of Incorporation.
- Clause 3. The Board of Directors may amend Bylaws only by two-thirds of voting members.
- Clause 4. The Board of Directors shall adopt by a majority vote such policies as it deems necessary for procedural and administrative purposes.
- ASI Policy Statements shall be consistent with the Articles of Incorporation and these



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Bylaws.

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

Clause 5. Titan Student Centers (TSC) Board of Trustees is delegated power of the Board of Directors creating a subboard established in order to develop and adopt operating procedures to govern the operation of the facilities and programs of the Titan Student Centers.

Commented [BK15]: Added per counsel

Clause 6. Committees

- a. The Board of Directors establishes standing committees to evaluate and make recommendations on resolutions referred to them in accordance to ASI Policy.
- b. The Board of Directors shall determine by a majority vote the size and composition of all special or ad hoc committees.
- c. The ASI President or designee, Vice President or designee, and the Chair of the Board of Directors or designee shall serve as standing liaison members on all ASI special, ad hoc, and standing committees, except the Audit Committee.
- d. The Executive Director or designee shall serve as the standing advisor to all ASI special, ad hoc, and standing committees, except the Audit Committee.
- e. Standing committees shall include: Audit Committee, Finance Committee, Governance Committee, and Board Leadership Review Committee.

I. The purpose of the Audit Committee is to: (1) make sure recommendations to the Board regarding the selection and retention of the independent auditor (including compensation); (2) confer with the auditor to determine that the financial affairs of ASI are in order; (3) review and determine whether or not to accept the audit; (4) ensure that any non-audit services performed by the auditing firm conform to standards of auditor independence; and (5) approve the performance on non-audit services by the auditing firm.

Commented [BK16]: All committees are reformatted for clarity

- (1) The Audit Committee shall be composed of four (4) members of the Board, a member of the finance committee, and one (1) voting member of the TSC Board of Trustees. Members of the Board to serve on the Audit Committee shall be appointed by the Board. Officers of the organization shall not serve on the Audit Committee. The Board shall appoint the chair of the Audit Committee.
- (2) The Audit Committee shall convene at least two times annually.

II. The purpose of the Finance Committee is to: (1) hold hearings and refers budget recommendations to the Board of Directors; (2) develop, review, and make recommendations concerning organizational financial policies.

Commented [BK17]: Amended to make policy

- (1) The Finance Committee shall be composed of four (4) members of the Board and the Treasurer. The Treasurer shall chair the Finance Committee.
- (2) The Finance Committee will be held on Thursdays throughout the academic year.

III. The purpose of the Governance Committee is to: (1) make recommendations concerning ASI Policy, these Bylaws, and the Articles of Incorporation to the Board



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of Directors; (2) make recommendations on vacancy declarations, and interviewing and recommending applicants for vacant Director positions during the academic term.

- (1) The Governance Committee shall be composed of four (4) members of the Board and the Secretary. The Secretary shall chair the Governance Committee.
  - (2) The Governance Committee will be held on Thursdays throughout the academic year.
- IV. The purpose of the Board Leadership Review Committee is to assess the Chair, Vice Chair, Secretary, and Treasurer of the Board of Directors to determine whether they are adequately fulfilling their duties.
- (1) The Board Leadership Review Committee shall be composed of four (4) members of the Board, Chief Campus Relations Officer, both Designated Directors, and Executive Director or designee.
  - (2) The Board Leadership Review Committee shall convene at least once during the Fall Term before Week 11.

f. **Standing** Advisory Committees shall include: Children's Center Advisory Committee.

- I. The purpose of the Children's Center Advisory Committee is to provide a forum at which all constituents may discuss issues relating to the operation of the program.
  - (1) The Children's Center Advisory Committee shall be composed of one (1) current student-parent who utilizes the center, one (1) current faculty/staff parent who utilizes the center, one (1) University President Appointee, one (1) Academic Senate Appointee, three (3) members of the Board, and the Vice Chair. The Vice Chair shall chair the Children's Center Advisory Committee.
  - (2) The Children's Center Advisory Committee shall convene at least three times during the academic year.

**Commented [BK18]:** Amended to match ASI Policy and current practice

Clause 7. The Board of Directors shall confirm by a majority vote all presidential appointments to positions that receive financial awards, scholarships, or any other material compensation for service.

Clause 8. The Board of Directors may authorize one or more officers, agents or employees to enter into any contract or to execute any instrument in the name of and on behalf of the corporation in accordance with ASI Policy.

Section 3. **TERM OF OFFICE** Directors shall serve a one-year term, following the general election. The term shall commence on June 1 and end the following May 31. Directors elected to fill a vacancy shall serve the remainder of the original term.

Section 4. **RESIGNATION** In the event a Director should resign, written notice of their resignation must be submitted to the Chair of the Board of Directors and Executive Director.

## Section 5. **VACANCIES**

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



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Clause 2. Vacancies reduce quorum.

Clause 3. Declaration of Vacancy

a. A student officeholder (Director or Officer), position will become vacant by a Board declaration of position vacancy for:

- I. Failure to meet academic qualifications;
- II. Failure to perform prescribed duties of the office as stated in these Bylaws and ASI Policy;
- III. Failure to meet attendance requirements:
  - (1) two ASI Board of Directors meetings,
  - (2) two consecutive meetings of the standing committee to which they are assigned,
  - (3) two consecutive meetings of the council to which they are assigned, or
  - (4) total of three meetings of the committees and/or councils to which they are assigned;
- IV. Violation of the CSU Student Code of Conduct;
- V. Gross abuse of authority or discretion; or
- VI. The Board may declare the office vacant of any Director or Officer who has been declared of unsound mind by final court order, or convicted of a felony, or been found by a final court order to have breached any duty under Corporations Code Section 5230.

Clause 4. Student officeholder are appointed per ASI Policy.

#### Section 6. CHAIR OF THE BOARD OF DIRECTORS

Clause 1. The Board Chair, elected by the Board from its membership, is the presiding officer of the Board of Directors.

Clause 2. The Chair shall perform all duties in these Bylaws and ASI Policy.

Clause 3. The Chair may not concurrently serve as the Secretary or Treasurer.

**Commented [BK19]:** Per counsel, the only things are left are what is the minimum this position must do

All Chair duties and responsibilities that were removed from bylaws are in Policy Concerning Board of Directors Operations.

#### Section 7. VICE CHAIR OF THE BOARD OF DIRECTORS

Clause 1. The Board Vice Chair, elected by the Board from its membership, presides in absence of the Board Chair.

Clause 2. The Vice Chair shall perform all duties in these Bylaws and ASI Policy.

**Commented [BK20]:** Per counsel, the only things are left are what is the minimum this position must do

#### Section 8. TREASURER/SECRETARY OF THE BOARD OF DIRECTORS

Clause 1. The Board Treasurer/Secretary, elected by the Board from its membership, is the

**Commented [BK21]:** Per counsel, the only things are left are what is the minimum this position must do



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corporation's Treasurer/Secretary.

- Clause 2. The Treasurer/Secretary shall perform all duties in these Bylaws and ASI Policy.
- Clause 3. The Treasurer/Secretary shall be responsible to certify or authorize corporate documents.
- Clause 4. The Treasurer/Secretary may not concurrently serve as the Chair.

## ARTICLE V

### TITAN STUDENT CENTERS BOARD OF TRUSTEES

**Section 1. PURPOSE** Titan Student Centers (TSC) Board of Trustees to govern the operation of the facilities and programs of the Titan Student Centers, consisting of the Titan Student Union, Student Recreation Center, and designated space at the Irvine campus. The ASI Board of Directors has delegated authority to establish the TSC Board of Trustees to assist the University President and ASI Executive Director in maintaining student-centered buildings, operations, and programs. The TSC Board of Trustees is 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.

**Commented [BK22]:** Revised for clarity

**Section 2. DELEGATION OF AUTHORITY**

- Clause 1. TSC Board of Trustees has delegated authorized by the Board of Directors within the mission and budget of Associate Students Inc.
  - a. TSC Board of Trustees is to review and recommend: (1) annual capital expenditures; (2) annual budget associated with Titan Student Centers programs; (3) assignment of club or organization space; (4) user fees; (5) facility operating hours; (6) operating procedures.

**Commented [BK23]:** Revised for clarity and reformatted to match committees under Board of Directors

**Section 3. MEMBERS AND OFFICERS OF THE TSC BOARD OF TRUSTEES**

- Clause 1. Voting members of the TSC Board of Trustees, each of whom is entitled to vote (hereinafter referred to as Trustees) shall consist of:
  - a. ASI President or designee,
  - b. Chair of the Board of Directors or designee,
  - c. Resident Student Association President or designee, and
  - d. Ten (10) Student Trustees.
- Clause 2. Designated Trustees each of whom is entitled to a vote shall consist of:
  - a. one Trustee appointed by the Academic Senate Chair,
  - b. one Trustee appointed by the Alumni Association, and
  - c. one Trustee appointed by the President of the University.

**Commented [BK24]:** Reformatted to match the ASI Board of Directors

- Clause 3. Standing Liaison Administrators (who have no vote) to the Board of Trustees shall consist of:

**Commented [BK25]:** This is a shift to get actual Alumni on the board of TSC BOT instead of staff



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- a. Vice President for Student Affairs or designee, and
- b. Vice President for Administration and Finance or designee.

Clause 4. Standing Advisor to the Board of Trustees and is not a Board member:

- a. ASI Associate Executive Director.



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## ARTICLE VI EXECUTIVE OFFICERS

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

### Section 2. ASI PRESIDENT

- Clause 1. The ASI President (hereinafter referred to "President") oversees the facilities and programs of the corporation in accordance with these Bylaws and ASI Policy, functioning closely with the Chair of the Board of Directors and Executive Director.
- Clause 2. The President shall have formal powers and duties as described in these Bylaws and ASI Policy.
- b. President has appointment and removal authority over all executive appointments.
  - c. Formal President actions shall be taken through Executive Orders.

**Commented [BK26]:** Per counsel, the only things are left are what is the minimum this position must do.

All President duties and responsibilities that were removed from bylaws are in ASI Policy Concerning Executive Officers Operations.

**Commented [BK27]:** Per counsel, cannot be the CEO unless they have a vote on the Board of Directors  
Options:  
1. Remove title CEO and functions the same as currently  
Keep CEO title and they have a vote on the Board of Directors

### Section 3. ASI VICE PRESIDENT

- Clause 1. In the event of the absence or inability of the President, the Vice President shall perform all duties of the President and shall have all the power of and be subject to all the restrictions of the President.
- Clause 2. The Vice President shall perform all duties in these Bylaws and ASI Policy.

**Commented [BK28]:** Per counsel, the only things are left are what is the minimum this position must do.

All Vice President duties and responsibilities that were removed from bylaws are in Policy Concerning Executive Officers Operations.

### Section 4. VACANCIES

- Clause 1. In the event of the simultaneous vacancy in the position of President and Vice President, the Chair of the Board of Directors shall automatically assume the office of President and appoint a Vice President subject to majority ASI Board of Directors approval.

**Commented [BK29]:** Clarified

### Section 5. EXECUTIVE OFFICERS

- Clause 1. The Executive Officers, Chief Campus Relations Officer, Chief Communications Officer, Chief Governmental Officer, and Chief Inclusion and Diversity Officer, shall perform all duties in these Bylaws and ASI Policy.

**Commented [BK30]:** Removed per counsel from bylaws and in Policy Concerning Executive Officers Operations.



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**ARTICLE I**

**MEMBERSHIP**

Section 1. **MEMBERS** Any person duly registered as a student at California State University, Fullerton (hereafter referred to as CSUF), who has paid the membership fee and has not legally forfeited the right of membership is a member of the student body of the Associated Students, California State University, Fullerton, Incorporated (hereinafter referred to as ASI). All members of the student body shall hold equal voting rights. Subject to other applicable qualifications, all said members are eligible to run for office.

**Commented [BK1]:** This was split up to be "non-member corporation" to parallel the Articles of Incorporation and "student body privileges" so it is clear who the Board of Directors are and what the student body is able to do

Section 2. **HONORARY MEMBERS** Any person may be elected to honorary life membership by a majority vote of the ASI Board of Directors in recognition of and appreciation for unselfish service and assistance rendered to ASI. Honorary members are entitled to all ASI privileges exclusive of making motions, voting, and holding office.

**Commented [BK2]:** Removed per counsel

Section 3. **ASSOCIATED MEMBERS** Associated membership may be granted to any person who pays ASI fees. Associated members are entitled to all ASI privileges exclusive of making motions, voting, and holding office.

**Commented [BK3]:** Remained Section 3 under Article I

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**ARTICLE II**

**BYLAWS**

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

**Commented [BK4]:** Amended for clarity in the updated version

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

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

**Commented [BK5]:** Removed from bylaws and now in Policy Concerning ASI Elections

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

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

**Commented [BK6]:** Revised per counsel

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

**Commented [BK7]:** Clause 1-3 removed per counsel

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

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

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

**Commented [BK8]:** Moved to Article III Meetings, Quorum and voting Privileges, and Board Action

Clause 5. Due cause shall be defined as:

**Commented [BK9]:** Revised for clarity

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

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- b. absences due to illness of a Director or a member of his or her immediate family who requires the Director's care or for bereavement of a Director's immediate family member;
- c. absences due to requirements of official ASI business; or
- d. absences due to individual circumstances; due cause and validity are to be determined by the ASI Board of Directors on a case-by-case basis.

Clause 6. Officers do not have voting privileges, but oversee specific areas and may provide reports, make proposals, and advise the ASI Board of Directors. The officers serve by virtue of their positions.

**Commented [BK10]:** Defined under Standing Liaison Officers in Article I

Clause 7. A "standing committee" is a committee authorized by the ASI's governing instruments or resolution of the ASI's Board of Directors. A standing committee provides a periodic overview of the regular ongoing functions for which it was formed and makes periodic reports to the ASI Board of Directors.

**Commented [BK11]:** Clause 7 and 8 revised for clarity

Clause 8. An "ad hoc committee" has all of the authorization and duties of a standing committee except that it is established by the ASI Board of Directors for a particular purpose and shall dissolve upon completion of its assigned purpose or twelve months of its creation, whichever first occurs.

Clause 9. "Disqualification" is a condition under which a person may not assume, continue in, or run for any elected or appointed ASI position. Disqualification can only be finalized by a two-thirds vote of the ASI Board of Directors.

**Commented [BK12]:** Definitions about ASI Elections were removed from bylaws and now in Policy Concerning ASI Elections

Clause 10. "Automatic Disqualification" shall be a disqualification that occurs immediately and without need for action by the ASI Board of Directors.

Clause 11. "Removal from the ballot" shall be a state under which a potential candidate for elected ASI office may not appear on a printed ballot. Such a candidate is not prevented from running for ASI office as a write-in candidate.

Clause 12. A "write-in candidate" shall be defined as any person who runs for office within ASI and does not have their name pre-printed on the ballot. Write-in candidates shall have the same rights and responsibilities as all other candidates except that they are exempt from Article IX, Section 4, and Clauses 1-5 of these Bylaws.

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**ARTICLE III**

**BYLAWS**

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

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

**Commented [BK13]:** Section 1 and 2 are now clause 3 and 4 under Section 2 Notice and Conduct of Meetings (article III in both versions)

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**ARTICLE IV**

**ASI BOARD OF DIRECTORS**

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

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

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

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

- a. the ASI President,
- b. the ASI Vice President,
- c. the ASI Chief Campus Relations Officer,
- d. the ASI Chief Governmental Officer, and
- e. the ASI Chief Communications Officer.

Clause 3. Standing Advisor to the Board of Directors and is not a Board member:

- a. the ASI Executive Director.

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

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

Clause 2. The ASI Board of Directors shall require two-thirds vote to ratify changes in the Articles of Incorporation.

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

Clause 4. The ASI Board of Directors shall adopt by a majority vote such policies as it deems necessary for procedural and administrative purposes.

- a. ASI Policy Statements shall be consistent with the ASI Articles of Incorporation and Bylaws.

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

Clause 5. ASI Board of Directors shall be advocates for student concerns from their respective colleges or from the university. Directors shall engage the students of their college in discussion about relevant college-specific and/or university-wide concerns.

**Commented [BK14]:** Clause 5-8 removed from bylaws and now in ASI Policy Concerning Board of Directors Operations

Clause 6. Directors shall meet with the Chair of the ASI Board of Directors a minimum of once per semester. Directors shall meet with their respective college Deans at least once per semester. Directors shall meet with the ASI Executive Director and ASI Associate Executive Director at least once per semester.

Clause 7. Goals shall be submitted to the Chair of the ASI Board of Directors and the ASI Executive Director at a time near the beginning of the academic year as determined by the Chair of the ASI Board of Directors.

Clause 8. Directors shall update the Vice Chair/Secretary weekly with a brief report of activities within the committees, commissions, and/or councils that they may sit on.

Clause 9. Committees

- a. The ASI Board of Directors establishes such committees as it deems necessary to study and make recommendations on proposals referred to them.
  - I. The ASI Board of Directors shall determine by a majority vote the size and composition of all special or ad hoc committees.
- b. The ASI President or designee, ASI Vice President or designee, the ASI Board of Directors Chair or designee, and ASI Executive Director or designee shall serve as standing liaison officers on all ASI special, ad hoc, and standing committees, except the Audit Committee.
- c. Standing committees shall include the Audit Committee, Children's Center Advisory Committee, Finance Committee, Governance Committee, and the Board Leadership Review Committee. Refer to ASI Policy for more information on committees.
  - I. The purpose of the Audit Committee is to: (1) to make recommendations to the Board regarding the selection and retention of the independent auditor (including compensation), (2) to confer with the auditor to determine that the financial affairs of the Associated Students Inc., CSUF (ASI) are in order, (3) to review and determine whether or not to accept the audit, (4) to ensure that any non-audit services performed by the auditing firm conform to standards of auditor independence, (5) and to approve the performance on non-audit services by the auditing firm.
    - (1) The Audit Committee shall be composed of four (4) members of the board, one (1) member of the ASI Finance Committee, and one (1) voting member of the Titan Student Centers Board of Trustees.



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- (2) The Audit Committee shall convene at least two times annually.
- II. The purpose of the Children's Center Advisory Committee (hereinafter referred to as the "CC") is to provide a forum at which all constituents of the CC may discuss issues relating to the operation of the program.
- (1) The CC shall be composed of the following: one (1) current student-parent who utilizes the CC, one (1) current faculty/staff parent who utilizes the CC, one (1) University President's Appointee, one (1) Academic Senate Appointee, and three members of the Board. The Board shall appoint one of the three (3) members of the Board to serve as chair of the committee.
- (2) The CC shall convene at least three times during the academic year.
- III. The purpose of the Finance Committee is to hold hearings on all proposed accounts and shall refer its budget recommendations to the Board.
- (1) The Finance Committee shall be composed of four (4) members of the Board and the Vice Chair/Treasurer. The Vice Chair/Treasurer shall chair the Finance Committee.
- (2) The Finance Committee will be held on Thursdays throughout the academic year.
- IV. The purpose of the Governance Committee is to make recommendations concerning policy, bylaws, and the articles of incorporation to the Board. The Governance Committee shall be responsible for interviewing and recommending applicants for vacant Director positions during the academic term.
- (1) The Governance Committee shall be composed of four (4) members of the Board and the Vice Chair/Secretary. The Vice Chair/Secretary shall chair the Governance Committee.
- (2) The Governance Committee will be held on Thursdays throughout the academic year.
- V. The purpose of the Board Leadership Review Committee shall assess the Chair and Vice Chairs of the ASI Board of Directors to determine whether they are adequately fulfilling their duties.
- (1) The committee shall be composed of four (4) Directors of the Board, the Faculty Representative, the University President Representative, the Executive Director or designee, and the Chief Campus Relations Officer.
- (2) The Board Leadership Review Committee shall convene at least once during the Fall Term before Week 11.

**Commented [BK15]:** Properly put in its own category since it is an advisory and not a regular standing committee

Clause 10. Appointments

- a. The ASI Board of Directors shall confirm by a majority vote all presidential appointments to positions that receive financial awards, scholarships, or any other material compensation for service. Refer to ASI Policy for additional information on appointments.

**Commented [BK16]:** Revised for clarity

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Clause 11. The ASI Board of Directors may authorize any officer, agent, or director to enter into any contract or execute any instrument in the name of and on behalf of the Corporation. Refer to ASI Policy for more information.

- a. The ASI Board of Directors may establish an ad hoc committee to act on behalf of the ASI Board of Directors in making contracts for up to \$10,000 when the ASI Board of Directors is unable to establish quorum. The ad hoc committee shall consist of the ASI President, the Vice Chair/Treasurer of the Board of Directors, five Directors, and the ASI Executive Director.

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

**Commented [BK17]:** Removed per counsel. The new procedure is under Article III Section 8 Clause 5

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

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

Section 4. **CONDUCT**

**Commented [BK18]:** Removed from bylaws and now in Policy Concerning Board of Directors Operations

Clause 1. All communication and behavior of Board of Directors members shall demonstrate a high degree of ethics and professionalism, which includes but is not limited to purposefulness and respect, especially when general students or guests are attending the Board of Directors meetings.

- a. During the Board of Directors trainings the Board shall set behavioral norms for the Board of Directors meetings, including but not limited to preparedness and the use of electronic devices, which will be enforced by the Board of Directors Chair.

Clause 2. All Directors shall be held accountable for the conduct and responsibilities of the Board of Directors as stated in ASI Policy.

Section 5. **RESIGNATION** In the event a Director should resign, written notice of their resignation should be submitted to the ASI Board of Directors Chair.

Section 6. **VACANCIES**

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

Clause 2. Vacancies reduce quorum.

Clause 3. Declaration of Vacancy

- a. A student officeholder (Director or Officer), position will become vacant by a Board declaration of position vacancy for:

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- I. Failure to meet academic qualification
  - (1) A Director shall be removed from office if at any time during tenure in office they fail to meet the academic qualifications as set forth in Article XII of these Bylaws or in current directive(s) from the Chancellor's office.
- II. Failure to perform prescribed duties of the office as stated in ASI Bylaws and ASI Policy.
- III. Failure to meet attendance requirements
  - (1) Directors are charged with the specific trust of representing their student constituency. Failure to attend regularly scheduled ASI Board of Directors meetings and/or meetings of the committee or council in which they are assigned without showing due cause (defined Article II, Section 4, Clause 5) shall be considered a violation of that trust and grounds for removal from office.
  - (2) two consecutive ASI Board of Directors meetings,
  - (3) two consecutive meetings of the standing committee to which they are assigned,
  - (4) two consecutive meetings of the council to which they are assigned,
  - (5) three ASI Board of Directors meetings, or a total of three meetings of the committees
  - (6) or councils to which they are assigned.
- IV. Violation of the CSU Student Code of Conduct; or
- V. Gross abuse of authority or discretion
  - (1) The Board of Directors may declare the office vacant of any Director or Officer who has been declared of unsound mind by final court order, of convicted of a felony, or been found by a final court order to have breached any duty under Corporations Code Section 5230.

Clause 4. Directors are appointed per ASI Policy.

Clause 5. Appeals

- a. A Director can appeal their removal by the next regularly scheduled ASI Board of Directors meeting immediately following the Director's removal. Appeals must be submitted in writing. Reinstatement requires a three-fourths vote of the ASI Board of Directors.

**Commented [BK19]:** Removed from bylaws and now in Policy Concerning Board of Directors Operations

Section 7. MEETINGS (pursuant to Education Code Sections 89305 to 89307.4)

- Clause 1. The ASI Board of Directors and all of its committees, the Titan Student Centers Board of Trustees and its sub-committees, and all funding councils shall conduct their business in duly noticed public meetings and are required to comply with all provisions of the Gloria

**Commented [BK20]:** Moved to Article III Meetings

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Romero Open Meetings Act (Education Code Sections 89305 to 89307.4) as outlined in these Bylaws. Any person may attend any of these meetings except as otherwise outlined in section 89305.1(b)(1)(B)(i)-(iv) of the California State Education Code.

Clause 2. Regular Meetings

- a. All meetings shall be in accordance to ASI Policy.
- b. Schedule
  - I. The ASI Board of Directors shall hold regular meetings on Tuesdays throughout the academic year beginning with the first week of instruction.
  - II. Standing committees shall hold regular meetings throughout the academic year.
  - III. All funding councils shall establish annually a schedule for regular meetings at their first meeting of the academic year and post notice and agenda for such regular meetings as required hereinafter.

c. Written Notice /Agenda

Written notice of every regular meeting shall be given at least seventy-two (72) hours prior to the date set for the meeting (pursuant to Education Code Section 89305.5).

Clause 3. Closed Meetings

- a. The ASI Board of Directors, committee, or funding council may hold a closed meeting from which the public is excluded only.

Clause 4. Special Meetings

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

c. Notice

A special meeting may be called by providing written notice at least twenty-four (24) hours prior to the meeting. Notice will be given electronically to all parties directly affected and included on the ASI Website.

- I. Such notice shall specify the time and place of the special meeting and a brief description of each item of business to be transacted.

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II. No other business shall be considered at these meetings.

d. Emergency Meetings

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

**Clause 5.** Quorum and Voting Privileges

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

**Commented [BK21]:** Moved to Article III Quorum and Voting Privileges

**Section 8. ACTION**

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

**Commented [BK22]:** Moved to Article III Board Action

**Section 9. CHAIR OF THE ASI BOARD OF DIRECTORS**

- Clause 1. Election and term of office
  - a. The ASI Board of Directors shall elect, by a majority vote a Director who will serve as Chair.

**Commented [BK23]:** Per counsel, the only things are left are what is the minimum this position must do

All Chair duties and responsibilities that were removed from bylaws are in Policy Concerning Board of Directors Operations.

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- b. The Chair will be elected at the first meeting in June and shall serve from that meeting through May 31. The ASI President shall serve as Chair in the absence of the Chair and Vice Chairs.
- Clause 2. The Chair shall appoint each member of the ASI Board of Directors to serve on at least one ASI Standing Committee or act as a liaison to one of the following: Titan Student Centers (TSC) Board of Trustees standing committees, ASI Programming Boards (AICA,TTF, ASIP), funded councils (the Inter Fraternity Council, the Multicultural Greek Council, the National Panhellenic Council, Panhellenic, the Resident Student Association), or a funding council (the Black Student Union, CSICC, Mesa Cooperativa, SCICC) no later than three (3) legal business days before the first meeting of the fall and spring semesters except the Audit Committee. Members of the ASI Board of Directors to serve on the Audit Committee shall be appointed by the ASI Board of Directors.
- Clause 3. The Chair shall appoint the required number of Directors on any ASI ad hoc committee.
- Clause 4. The Chair, working with the Vice Chairs and the Director of Leader and Program Development, shall be charged with developing a curriculum to be discussed at Board of Directors retreats, additional board development training, and other internal issues related to the board.
- Clause 5. The Chair shall serve as an ex-officio member of all ASI committees except the Audit Committee and the Board Leadership Review Committee.
- Clause 6. The Chair or a Director designated by the Chair shall serve as representative of the ASI Board of Directors on the Titan Student Centers Board of Trustees, the Student Athletics Advisory Council and the Academic Senate. The Chair or the Chair's designee shall serve for one year or the duration of the position providing they remain a member of the ASI Board of Directors during that period. If the ASI Board of Directors representative is unable to complete his or her term, the Chair shall select a representative to complete the vacated position within ten days after the position is declared vacant.
- Clause 7. The Chair shall be responsible for maintaining communication with the Executive Officers, Titan Student Centers Board of Trustees Officers, and chairs of programming board, funded, and funding councils.
- Clause 8. The Chair shall be responsible for setting guidelines for Director's College Reports and Executive Senate Reports.
- Clause 9. The Chair shall direct the work of the Vice Chair/Secretary and Vice Chair/Treasurer.
- Clause 10. The Chair shall be responsible for holding board members accountable for their goals.
- Clause 11. Removal of the Chair shall occur by a two-thirds vote of the ASI Board of Directors or in the event that the Chair loses his or her position as Director.
- Clause 12. In the event the Chair should resign, a written notice of his or her resignation shall be submitted to the ASI President and to the ASI Board of Directors.

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- Clause 13. In the event of a vacancy in the position of Chair through resignation, removal, recall, ineligibility, or death, the Vice Chair/Secretary shall assume the position of the Chair, and a new Vice Chair shall be elected by the Board of Directors at the following meeting at which the vacancy is announced.

**Section 10. VICE CHAIR/SECRETARY OF THE ASI BOARD OF DIRECTORS**

- Clause 1. Election and term of office
- a. The ASI Board of Directors shall elect by a majority vote a Director who shall serve as Vice Chair/Secretary for the ASI Board of Directors.
  - b. The Vice Chair/Secretary will be elected at the first meeting in June shall serve from that meeting through May 31.
- Clause 2. The Vice Chair/Secretary shall preside in the absence of the Chair.
- Clause 3. The Vice Chair/Secretary shall serve as the Chair of the Governance Committee.
- Clause 4. The Vice Chair/Secretary shall assist the Board of Directors Chair with enforcing bylaws and policies.
- Clause 5. The Vice Chair/Secretary shall maintain regular communication with the ASI Board of Directors Chair, the Executive Officers, and the Titan Student Centers Board of Trustees Officers.
- Clause 6. The Vice Chair/Secretary shall assist the Board of Directors Chair in developing a curriculum to be discussed at Board of Directors retreats, additional board development training, and other internal issues related to the board.
- Clause 7. The Vice Chair/Secretary shall be responsible for certification of all records of the Board of Directors when requested and to execute documents on behalf of the Board as required for legal documents.
- Clause 8. Removal of the Vice Chair/Secretary shall occur by a two-thirds vote of the ASI Board of Directors or in the event that the Vice Chair/Secretary loses their position as Director.
- Clause 9. In the event the Vice Chair/Secretary should resign, a written notice of their resignation shall be submitted to the Chair and to the ASI Board of Directors.
- Clause 10. In the event of a vacancy in the position of Vice Chair/Secretary through resignation, removal, recall, ineligibility, or death, a new Vice Chair/Secretary shall be elected at the meeting at which the vacancy is announced.

**Commented [BK24]:** Per counsel, the only things are left are what is the minimum this position must do

All Secretary duties and responsibilities that were removed from bylaws are in Policy Concerning Board of Directors Operations.

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

- Clause 1. Election and term of office
- a. The ASI Board of Directors shall elect by a majority vote a Director who shall

**Commented [BK25]:** Per counsel, the only things are left are what is the minimum this position must do

All Treasurer duties and responsibilities that were removed from bylaws are in Policy Concerning Board of Directors Operations.

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serve as Vice Chair/Treasurer for the ASI Board of Directors.

- b. The Vice Chair/Treasurer will be elected at the first meeting in June shall serve from that meeting through May 31.
  
- Clause 2. The Vice Chair/Treasurer shall present monthly, or as needed, to the ASI Board of Directors a detailed report of the financial conditions of ASI. The report will include budget language implementation, any outstanding debt owed to ASI, any line item transfers performed by the Vice Chair/Treasurer or the Finance Committee, and the current balance of the Contingency Account.
  
- Clause 3. The Vice Chair/Treasurer shall serve as the Chair of the Finance Committee.
  
- Clause 4. The Vice Chair/Treasurer shall oversee the budget development for the next fiscal year with the assistance of the Director of Finance and maintain regular communication with the student leaders who oversee a budget within ASI.
  
- Clause 5. The Vice Chair/Treasurer shall maintain regular communication with the Board of Directors Chair, Executive Officers, and Titan Student Centers Board of Trustees Officers.
  
- Clause 6. The Vice Chair/Treasurer shall assist the Board of Directors Chair in developing a curriculum to be discussed at the Board of Directors retreats, additional board development training, and other internal issues related to the Board.
  
- Clause 7. The Vice Chair/Treasurer shall ensure compliance with the financial policies of ASI.
  
- Clause 8. The Vice Chair/Treasurer shall be responsible for reporting the fiscal budget recommendations of the Finance Committee and the Titan Student Centers Board of Trustees to the ASI Board of Directors on or before the first meeting in April of each fiscal year.
  
- Clause 9. The Vice Chair/Treasurer shall assume the duties of the Vice President of Finance on June 1, 2017



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ARTICLE V

**EXECUTIVE OFFICERS**

**Commented [BK26]:** Now Article VI

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

Section 2. **ASI PRESIDENT**

- Clause 1. The ASI President (hereinafter referred to as President) shall be the Chief Executive Officer and shall act as head of the ASI Government and shall appoint, subject to approval of the majority of the Board of Directors, all Executive Officers identified in Clause 2, Section 1 (c through f) of Article IV.
- Clause 2. The President shall be an ex-officio member of all ASI committees except the Audit Committee.
- Clause 3. The President shall submit a budget proposal to the Finance Committee of the ASI Board of Directors on or before the second meeting in March of each fiscal year.
- Clause 4. In the event the ASI Board of Directors has not elected a Chair or Vice Chairs, the President shall serve as Chair until a majority of said Board has elected a Chair or Vice Chairs. In serving as Chair, the President shall not be eligible to vote.
- Clause 5. The President shall execute the resolutions and policies passed by the ASI Board of Directors.
- Clause 6. The President shall appoint ASI program directors and be directly responsible for their activities.
- Clause 7. The President or designee shall be responsible for chairing the Instructionally Related Activities (IRA) committee.
- Clause 8. The President or designee shall serve as a voting member on the CSU Fullerton's Academic Senate.
- Clause 9. The President shall serve as a voting or non-voting member on the California State Student Association Board.
- Clause 10. The President or designee shall maintain communication with all CSU Fullerton's partners and auxiliaries. They shall serve as a board member or ASI representative on university boards they are invited to, which may include the President's Advisory Board, The California State University, Fullerton Philanthropic Association, the Alumni Association, and the Auxiliary Services Corporation.

**Commented [BK27]:** Per counsel, the only things are left are what is the minimum this position must do.

All President duties and responsibilities that were removed from bylaws are in ASI Policy Concerning Executive Officers Operations.

**Commented [BK28]:** Per counsel, cannot be the CEO unless they have a vote on the Board of Directors  
Options:

- 1.Remove title CEO and functions the same as currently
- 2.Keep CEO title and they have a vote on the Board of Directors

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- Clause 11. The President shall maintain relationships with campus partners, and are encouraged to meet regularly with the University President, Provost, Vice President of Student Affairs, the Director of Athletics, and the Chief of Police.
- Clause 12. The President shall possess the power of veto over all actions of the ASI Board of Directors excluding internal committee appointments and internal elections. Action becomes effective upon the signature of the President or in nine (9) legal days if not vetoed in writing. The ASI Board of Directors may override a veto by a two-thirds vote within fourteen (14) legal days of veto.
- Clause 13. The President shall have the authority to remove any or all executive appointments.
- Clause 14. All official actions of the President shall be written in the form of Executive Orders as outlined in the ASI Policy Concerning Corporate Management.
- Clause 15. If the President resigns, a written notice of his or her resignation shall be submitted to the ASI Board of Directors and to the ASI Vice President.
- Clause 16. In the event of a vacancy in the office of the President, the vacancy shall be filled by the ASI Vice President who shall appoint a new ASI Vice President subject to approval by a majority vote of the ASI Board of Directors.

**Section 3. ASI VICE PRESIDENT**

- Clause 1. In the event of the absence or disability of the President, the Vice President shall perform all duties of the President and shall have all the power of and be subject to all the restrictions of the President.
- Clause 2. The Vice President shall fulfill all duties and responsibilities that are assigned by the President and are consistent with these bylaws.
- Clause 3. The Vice President shall be responsible for ASI programs, including, ASI Production, Titan Tusk Force, Association for InterCultural Awareness, and Street Team Commission.
- Clause 4. The Vice President shall chair the Executive Senate Committee.
- Clause 5. The Vice President shall serve as an ex-officio member of all ASI committees except the Audit Committee.
- Clause 6. The Vice President or designee shall be responsible for the recognition of student leaders within ASI.
- Clause 7. If the Vice President resigns, a written notice of the resignation shall be submitted to the President and to the Chair of the Board of Directors.

**Commented [BK29]:** Per counsel, the only things are left are what is the minimum this position must do.

All Vice President duties and responsibilities that were removed from bylaws are in Policy Concerning Executive Officers Operations.

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Clause 8. In the event of a vacancy in the office of the Vice President, the President shall appoint a Vice President subject to approval by a majority vote of the ASI Board of Directors.

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

**Commented [BK30]:** Removed per counsel from bylaws and in Policy Concerning Executive Officers Operations.

Clause 1. The following Executive Officers shall be appointed by the President: Chief Campus Relations Officer, Chief Governmental Officer, and Chief Communications Officer.

Clause 2. All appointed Executive Officers shall perform all duties as provided for in the Bylaws and as instructed by the President.

Clause 3. All appointed Executive Officers have the responsibility to regularly inform the ASI Board of Directors of any and all of their official activities.

Clause 4. In the event that any appointed Executive Officer should resign, a written notice of their resignation shall be submitted to the President and to the ASI Board of Directors.

Clause 5. In the event of the simultaneous vacancy in the position of President and Vice President, the Chair of the Board of Directors shall automatically assume the office of President and appoint a Vice President subject to majority ASI Board of Directors approval.

**Commented [BK31]:** Now its own section under Article VI Vacancies

**Section 5. CHIEF CAMPUS RELATIONS OFFICER**

**Commented [BK32]:** Removed per counsel, all duties and responsibilities of all chief officers are in Policy Concerning Executive Officers Operations

Clause 1. The Chief Campus Relations Officer shall maintain correspondence within on-campus issues and the campus climate.

Clause 2. The Chief Campus Relations Officer shall serve as the Chair of the University Affairs Commission and is responsible for facilitating on-campus advocacy initiatives.

Clause 3. The Chief Campus Relations Officer shall make recommendations to the President to appoint students to university-wide committees and search committees, and oversee the President Appointee Commission.

Clause 4. The Chief Campus Relations Officer oversees the Environmental Sustainability Commission.

Clause 5. The Chief Campus Relations Officer may serve as the President's designee for the CSU Fullerton's Academic Senate.

**Section 6. CHIEF GOVERNMENTAL OFFICER**

**Commented [BK33]:** Removed per counsel, all duties and responsibilities of all chief officers are in Policy Concerning Executive Officers Operations

Clause 1. The Chief Governmental Officer shall maintain correspondence with the university's Government Relations Department and local, state, and federal elected officials and

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government agencies.

- Clause 2. The Chief Governmental Officer may be appointed by the President as the voting or non-voting member of the California State Student Association Board of Directors.
- Clause 3. The Chief Governmental Officer shall conduct in-district lobby visits to the Fullerton Delegation.
- Clause 4. The Chief Governmental Officer oversees the Lobby Corps Commission.

**Section 7. CHIEF COMMUNICATIONS OFFICER**

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

**Commented [BK34]:** Removed per counsel, all duties and responsibilities of all chief officers are in Policy Concerning Executive Officers Operations

**Section 8. PRESIDENT-ELECT**

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

**Commented [BK35]:** Removed per counsel, duties and responsibilities are in Policy Concerning Executive Officers Operations

**Section 9. POWERS**

- Clause 1. The ASI President shall make recommendations to the ASI Board of Directors on the establishment of ASI commissions. ASI Commissions are charged with leading advocacy, programming, and outreach efforts on behalf of ASI.
  - a. All members of ASI Commissions shall be appointed by the President. The President shall also appoint all ASI Commission Leaders with the approval of the Board of Directors.
  - b. ASI Commissions shall advocate on behalf of students with prior approval

**Commented [BK36]:** Removed from bylaws and now in Policy Concerning Commissions

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by majority vote of the Board of Directors.

- c. ASI Commissions shall include the: Communications Commission, Community Engagement Commission, Environmental Sustainability Commission, Lobby Corps Commission, Presidential Appointees Commission, Street Team Commission, and University Affairs Commission.
  - I. The Communications Team focuses on planning and implementing strategies, campaigns and events that communicate information about the ASI to the student body and campus community. The Communications Commission shall be composed of the following: the Chief Communications officer who shall serve as the Communications Commission Leader, one (1) Events Coordinator, one (1) Campus Outreach Coordinator, and one (1) Social Media and Marketing Coordinator.
  - II. The Community Engagement Commission shall be responsible for enhancing the university's reputation within the community by broadcasting the positive contributions of students, clubs, and organizations on campus, building positive working relationships with community leaders and residents by attending pertinent public and town hall meetings, and working closely with CSUF students, faculty members, clubs, and organizations on campus to promote their philanthropic and commendable contributions to the community. The Community Engagement Commission shall be composed of the following: one (1) Community Engagement Commission Leader and three (3) coordinators.
  - III. The Environmental Sustainability Commission shall be responsible for raising awareness of environmental and sustainability issues on campus, developing events and programs, advocating for the inclusion of sustainability best practices within the context of ASI's operations and corporate responsibility, and serving as a liaison between interested student groups and ASI. The Environmental Sustainability Commission shall be composed of the following: one (1) Environmental Sustainability Commission Leader, one (1) Waste & Energy Coordinator, one (1) Programming Coordinator, one (1) Promotions Coordinator, and at least three (3) students at large. At least one (1) member of the Board shall serve on the Environmental Sustainability Commission.
  - IV. The Lobby Corps Commission shall be responsible for advocating on behalf of student interests on all levels of governance affecting higher education and other public policy issues, planning and implementing programs and events that educate about policy issues and engage students and the campus community in advocacy efforts, and facilitating campaigns on issues of student interests and mobilize support of the CSUF student body, campus community, and beyond. The Lobby Corps Commission shall be composed of the following: the Chief Governmental Officer who shall serve as the Lobby Corps Commission Leader, one (1) Advocacy Coordinator, one (1) Events Coordinator, one (1) Promotions

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Coordinator, and at least three (3) students at large. At least one (1) member of the Board of Directors, and the Titan Student Centers Board of Trustees Chair or designee shall serve on the Lobby Corps Commission.

- V. The Presidential Appointees Commission is the program that coordinates the appointment, development, and monitoring of students serving on Academic Senate and University Wide Committees. The Presidential Appointees Commission shall be composed of the following: one (1) Presidential Appointees Commission Leader and all other ASI Presidential Appointees to university wide committees.
  - VI. The ASI Vice President shall be responsible for promoting the ASI Scholarship program, overseeing the review of submitted applications, and awarding students.
  - VII. The Street Team Commission shall be responsible for providing on-campus student involvement and leadership growth opportunities through weekly meetings and events, while supporting a variety of ASI teams including but not limited to Association for InterCultural Awareness (AICA), ASI Productions, and Titan Tusk Force. The Street Team Commission shall be composed of the following: one (1) Street Team Commission Leader, one (1) Programming Coordinator, and at least three (3) students at large.
  - VIII. The University Affairs Commission shall be responsible for advocating on behalf of students for campus issues. The University Affairs Commission shall be composed of the following: the Campus Relations Officer who shall serve as the University Affairs Commission Leader, and at least one (1) member of the Board shall serve on the University Affairs Commission.
- Clause 2. The ASI President shall make recommendations to the ASI Board of Directors on the establishment of ASI Programming Boards. ASI Programming Boards are charged with programming and outreach efforts on behalf of ASI.
- a. All members of ASI Programming Boards shall be appointed by the President. The President shall also appoint all ASI Programming Board Leaders with the approval of the Board of Directors.
  - b. ASI Programming Boards shall include the: ASI Productions and Titan Tusk Force.
    - I. ASI Productions focuses on planning and implementing campus entertainment centered on social, cultural, and educational topics through a wide selection of frequent events and large scale productions. ASI Productions shall be composed of the following: one (1) Director, one (1) Sunday Series Coordinator, one (1) Pub Monday/Tuesday Coordinator, one (1) Wednesday Concert Coordinator, one (1) Pub Thursday Coordinator, one (1) Films Coordinator, one (1) Fall/Spring Concert Coordinator, and two (2) Union and

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Special Programming Coordinators.

- II. Titan Tusk Force focuses on planning and implementing spirited events centered on Titan Pride, while also promoting and supporting Athletics to build a strong sense of campus unity and identity with CSU Fullerton. Titan Tusk Force shall be composed of the following: one (1) Director, one (1) Athletics Coordinator, one (1) Events Coordinator, and one (1) Marketing and Recruitment Coordinator.

Section 10. **OFFICE HOURS** Executive Officers shall maintain regular office hours in order to meet with students. Office hours shall be posted publically, consist of at least one hour a week, and be served in the ASI Executive Office. ASI President shall be responsible for the enforcement of office hours.

**Commented [BK37]:** Revised in Policy Concerning Executive Officers Operations

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**ARTICLE VI**

**Commented [BK38]:** Now Article V

**TITAN STUDENT CENTERS BOARD OF TRUSTEES**

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

**Commented [BK39]:** Revised for clarity

Section 2. **DELEGATION OF AUTHORITY**

**Commented [BK40]:** Revised for clarity and reformatted to match committees under Board of Directors

- Clause 1. The Board of Directors establishes the Titan Student Centers Board of Trustees in order to develop and adopt operating policies to govern the operation of the facilities and programs of the Titan Student Centers.
- Clause 2. The Board of Trustees delegates the responsibility for the daily operation of the Titan Student Centers to the ASI Executive Director. The ASI Executive Director appoints and supervises the staff of the Titan Student Centers.
- Clause 3. The ASI Executive Director works closely with the Dean of Students and the Vice President of Student Affairs to assure the relationship the Titan Student Centers has with the educational program of the University.

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

**Commented [BK41]:** Removed from bylaws and now in Policy Concerning TSC Board of Trustees Operations

- Clause 1. The Board of Trustees participates in the selection of the Associate Executive Director and Titan Recreation Director.
- Clause 2. The Board of Trustees provides the maintenance and general upkeep of the Titan Student Centers facilities.
- Clause 3. The Board of Trustees establishes operating policies including but not limited to: scope of operation, use of facilities and allocation of space.
- Clause 4. Salaries, benefits, and work rules governing employees are determined by the ASI Board of Directors within the framework of rules governing employees of auxiliary corporations established by the State of California.
- Clause 5. The Board of Trustees makes provisions for adequate accounting and auditing procedures for the Titan Student Centers.
- Clause 6. The Board of Trustees prepares an annual budget for the operation of the Titan Student Centers. After the proposed budget is formally adopted by the Board of Trustees, it shall be submitted to the ASI Board of Directors for appropriate action. Following approval by the ASI Board of Directors, the budget is submitted to the University President for final approval.



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- Clause 7. The Board of Trustees establishes standing committees necessary for the operation of the Titan Student Centers and defines their powers and responsibilities.
- Clause 8. Student members of the Board of Trustees may not be employed by the Associated Students, CSUF, Inc.
- Clause 9. Student members of the Board of Trustees will conduct one (1) hour a week of office hours. Office hours shall be made available to the student population by being posted on the outside of the office.

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

**Commented [BK42]:** Reformatted to match the ASI Board of Directors

- Clause 1. The Board of Trustees consists of voting and nonvoting members. Voting members of the Board of Trustees:
- a. Student Members:
    - I. ASI President or designee
    - II. ASI Board of Directors Chair or designee
    - III. Resident Student Association President or designee
    - IV. Ten (10) Student Trustees
  - b. University Members:
    - I. A Faculty Representative
    - II. Alumni Representative
    - III. University Presidential Appointee
- Clause 2. Non-Voting Members:
- a. University Members
    - I. Vice President for Student Affairs or designee
    - II. Vice President for Administration and Finance or designee
  - b. ASI Staff Members
    - I. Associate Executive Director
    - II. Director, Titan Recreation
    - III. Associate Director, Titan Student Union
    - IV. Associate Director, Marketing and Communications

- Clause 3. No voting proxy is allowed at any Board of Trustees or committee meetings.

**Commented [BK43]:** Under Article III Quorum and Voting Privileges

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

**Commented [BK44]:** Removed from bylaws and now in Policy Concerning TSC Board of Trustees Operations

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

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terms.

- b. The University Presidential Appointee appointed by the University President annually for a one-year term.
- c. The Alumni Representative appointed by Alumni Association annually for a one-year term.
- d. Vice President for Student Affairs (or designee) serves by virtue of their office.
- e. Vice President for Administration and Finance (or designee) serves by virtue of their office.

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

**Section 6. VACANCIES**

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

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

**Commented [BK45]:** Removed from bylaws and now in Policy Concerning TSC Board of Trustees Operations

**Section 7. ABSENCES**

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

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

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

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

**Commented [BK46]:** Removed from bylaws and now in Policy Concerning TSC Board of Trustees Operations

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**Section 8. BOARD OF TRUSTEES OFFICERS** The Board of Trustees has three officers: Chair, Vice Chair for Facilities, and Vice Chair for Operations.

**Commented [BK47]:** Removed from bylaws and now in Policy Concerning TSC Board of Trustees Operations

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

**Section 9. CHAIR**

**Commented [BK48]:** Removed from bylaws and now in Policy Concerning TSC Board of Trustees Operations

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

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the fall and spring semester.

Clause 6. The Chair shall direct the work of all the Vice Chairs.

Clause 7. In consultation with other Titan Student Centers Board of Trustees Vice Chairs, prepares and administers Board of Trustees budget.

**Section 10. VICE CHAIR FOR FACILITIES**

**Commented [BK49]:** Removed from bylaws and now in Policy Concerning TSC Board of Trustees Operations

Clause 1. The Vice Chair for Facilities shall be responsible for reporting all recommendations of the Facilities Committee to the Titan Student Centers Board of Trustees.

Clause 2. The Vice Chair for Facilities shall appoint a Student Trustee committee member to serve as Marketing Liaison.

- a. The Marketing Liaison shall be appointed by the Vice Chair of Facilities through a fair and transparent process that is established by the Vice Chair.
- b. The Marketing Liaison shall work with the ASI Chief Communications Officer and Associate Director of Marketing and Communication.
- c. The Marketing Liaison shall make a report during the Facilities Committee and inform the committee on marketing campaigns occurring within or regarding the Titan Student Centers.
- d. The Marketing Liaison shall serve as the Titan Student Centers voice on all areas concerning marketing efforts.
- e. The Marketing Liaison shall execute projects assigned by the Vice Chair for Facilities and Chair of the Titan Student Centers Board of Trustees.

Clause 3. Serves as Chair of the Facilities Committee.

Clause 4. The Vice Chair for Facilities shall maintain regular communication with the Board of Trustees Chair.

Clause 5. Serves as non-voting ex-officio on all other committees.

**Section 11. VICE CHAIR FOR OPERATIONS**

**Commented [BK50]:** Removed from bylaws and now in Policy Concerning TSC Board of Trustees Operations

Clause 1. The Vice Chair for Operations shall be responsible for reporting all recommendations of the Operations Committee to the Titan Student Centers Board of Trustees.

Clause 2. The Vice Chair for Operations shall appoint a Student Trustee committee member to serve as Programing Liaison.

- a. The Programing Liaison shall be appointed by the Vice Chair of Operations through

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- a fair and transparent process that is established by the Vice Chair.
- b. The Programing Liaison shall work with the ASI Union and Special Programing Coordinator and ASI Coordinator for Leader and Program Development to implement programming efforts within the Titan Student Centers.
- c. The Programing Liaison shall make a report during the Operations Committee and inform the committee on programing efforts occurring within or regarding the Titan Student Centers.
- d. The Programing Liaison shall serve as the Titan Student Centers contact on all areas concerning programing efforts.
- e. The Programing Liaison shall execute projects assigned by the Vice Chair for Operations and Chair of the Titan Student Centers Board of Trustees

Clause 3. Serves as Chair of the Operations Committee.

Clause 4. The Vice Chair for Operations shall maintain regular communication with the Board of Trustees Chair.

Clause 5. Serves as non-voting ex-officio on all other committees.

**Section 12. QUORUM**

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

**Commented [BK51]:** Article III Quorum and Voting Privileges

**Section 13. FACILITIES COMMITTEE**

Clause 1. The Facilities Committee is responsible for oversight of the overall structural needs of the facilities of the Titan Student Centers including building changes, capital purchases, office space allocation, marketing efforts, space designation, planning of future projects, and bylaw recommendations. The Committee makes a formal recommendation to the Board of Trustees on all actions.

Clause 2. The Committee shall be composed of the Chair, Vice Chair for Facilities, three (3) student trustees, ASI President or designee, RSA President or designee and ASI Board of Directors Chair or designee, as voting members. The ASI Associate Executive Director, Associate Director of Titan Student Union, Director of Titan Recreation, and Associate Director of Marketing and Communication as non-voting members.

**Commented [BK52]:** Removed from bylaws and now in Policy Concerning TSC Board of Trustees Operations

**Section 14. OPERATIONS COMMITTEE**

Clause 1. The Operations Committee is responsible for oversight of the overall operations of the Titan Student Centers including the development and evaluation of programs and services, acquisition of student art, operations of the Titan Student Centers food services, the budget, fee assessments (user fees, room rental fees, and other such fees charged by the Titan Student Centers), line item transfers, operating hours, and bylaw recommendations. The Committee makes a

**Commented [BK53]:** Removed from bylaws and now in Policy Concerning TSC Board of Trustees Operations

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formal recommendation to the Board of Trustees on all actions.

Clause 2. The Committee shall be composed of the Chair, Vice Chair for Operations, three (3) student trustees, ASI President or designee, RSA President or designee and ASI Board of Directors Chair or designee, as voting members. The ASI Associate Executive Director, Director of Titan Recreation, Associate Director of Titan Student Union, and Associate Director of Marketing and Communication, as non-voting members

Section 15. **BYLAW RECOMMENDATIONS** The Board of Trustees bylaw changes may be recommended, or new guidelines suggested at any meeting of the Board of Trustees by a two-thirds vote of the membership. All recommendations are subject to approval of the Associated Students Inc. Board of Directors.

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**ARTICLE VII**

**ELECTIONS: GENERAL**

**Commented [BK54]:** Everything about elections was removed from bylaws and now in Policy Concerning ASI Elections

No content was changed when put into policy

**Section 1. ELECTIONS SCHEDULE**

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

**Section 2. VOTING PROCEDURES**

- Clause 1. Voting will open at 8:00 A.M. on the first polling day of elections until 8:00 P.M. on the final day.
- Clause 2. A candidate must use their name on record with the University on the ballot. The order of the candidates appearing on the ballot shall be in alphabetical order.
- Clause 3. Each student shall be required to authenticate their eligibility to vote by entering their CSU Fullerton credentials on the voting website.
- Clause 4. When voting for a candidate for the ASI Board of Directors in an election, voters shall be limited as follows:
  - a. A student with a single declared major or multiple declared majors within the same academic college shall be allowed to cast a single ballot in that academic college.
  - b. A student with multiple declared majors in different academic colleges shall only be allowed to cast a single ballot in one of the colleges in which they are enrolled.
  - c. An undeclared student shall be allowed to cast a single ballot in only one academic college of their choice.
  - d. Students that are not declared in the College of Education shall not be able to cast a ballot in the College of Education, no matter if they are active members of a club that is a member of the Education ICC.
  - e. A student will vote on a single ballot for up to two (2) candidates from the academic college in which they are enrolled.
- Clause 5. When voting for the President and Vice President, a student will vote on a single ballot for one (1) candidate team.

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Clause 6. When voting for the Titan Student Centers Board of Trustees members, a student will vote on a single ballot for up to ten (10) positions.

**Section 3. DETERMINING WINNERS**

Clause 1. The Instant Run-Off Voting method simulates an election with multiple run off rounds until a candidate receives majority. The Instant-Runoff Voting method will be used to count the votes. On the ballot, voters will rank candidate teams, Board of Director candidates, and Board of Trustees candidates in order of most preferred to least preferred.

Clause 2. President and Vice President

- a. The winners shall be the candidate team who receives a majority of votes in the regular election. A majority shall be defined as 50% plus one individual vote of the total votes cast.
- b. If no candidate team receives a majority of votes in the regular election, the candidate team with the fewest votes shall be eliminated and an instant runoff will occur, as defined by the Instant-Runoff Voting method (see Clause 5). The eliminated candidate team's votes are transferred to the other candidate team(s), depending on each voter's preference as stated on their ballot. A runoff election will be simulated with the new vote totals. This process will repeat until a candidate team receives a majority of votes.

Clause 3. ASI Board of Directors

- a. The winners shall be the two (2) candidates from each college who receive the most votes.
- b. If two candidates tie for second place, the candidate(s) with the fewest votes shall be eliminated and as instant runoff will occur, as defined by the Instant-Runoff Voting method. The eliminated candidate(s) votes are transferred to the other candidates, excluding the candidate that received the highest vote total, depending on each individual voter's preference as stated on their ballot. The winner shall be determined by a simulated election based on the new voting totals.

Clause 4. Titan Student Centers Board of Trustees

- a. The winners shall be the ten (10) candidates who receive the most votes.
- b. If multiple candidates tie for tenth place, the candidate(s) with the fewest votes shall be eliminated and an instant runoff will occur, as defined by the Instant-Runoff Voting method. The eliminated candidate's votes are transferred to the other candidates, depending on each individual voter's preference as stated on their ballot. The winners shall be determined by a simulated election based on the new voting totals.



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- Clause 5. At the close of the elections the results will be counted. If there are no pending complaints or appeals, the Elections Director will submit the results to be certified within twenty-four (24) hours. The certification process will include review by the Elections Director, Executive Director or designee, and the Vice President of Student Affairs or designee. Results are only certified after any complaints have been heard by the Elections Judicial Council and appeals have been heard by the Board of Directors.
- a. Once certified, the names of the winners shall be posted outside the ASI Executive Offices, and the results shall be released to the public.
  - b. The posting of the results shall constitute notification of the results to all candidates.

Section 4. **RECOUNTS**

- Clause 1. Recounts may be requested by any candidate for the position in which they are running if there is a reason to believe the count was inaccurate.
- Clause 2. Recounts must be requested before the results have been certified.

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**ARTICLE VIII**

**ELECTIONS TEAM**

**Section 1. ELECTIONS TEAM**

- Clause 1. The Elections Team shall be composed of the Elections Director and two (2) Coordinators. They shall be responsible for promoting ASI Elections and encouraging participation and promotional events for ASI Elections.
- Clause 2. The Elections Team shall encourage students to run prior to the Petition for Candidacy form due date, promote voter participation prior to and throughout the election, plan and execute ASI Elections events, and have thorough knowledge and understanding of election rules and procedures.
- Clause 3. The Elections Team shall maintain impartiality towards elections and election issues.
  - a. The Elections Team shall not campaign in any election nor publicly support any candidate or cause in any election they are overseeing.
  - b. The Elections Team shall not hold an office within ASI during their term. The Elections Team shall sign an ASI Conflict of Interest Agreement.
  - c. The Elections Team is prohibited from privately discussing elections and election issues except with the ASI Executive Director and the Elections Advisor.

**Section 2. ELECTIONS DIRECTOR**

- Clause 1. The Elections Director shall oversee ASI Elections.
- Clause 2. The Elections Director shall be accountable for implementing and enforcing all provisions of these Bylaws that pertain to elections.
- Clause 3. The Elections Director shall be charged with the recruitment, oversight, and training of the Elections Coordinators.
- Clause 4. The Elections Director shall chair the Elections Judicial Council.
- Clause 5. If any interpretation or question of the ASI Bylaws is required, the Elections Director shall consult the ASI Executive Director first prior to announcing a decision.
- Clause 6. The Elections Director shall conduct all business related to the election process in compliance with CSU Fullerton policies and State and Federal laws.
- Clause 7. The Elections Director may make a recommendation to the ASI Board of Directors to remove any member(s) from the ASI Elections Team for due cause.

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- Clause 8. The Elections Director is responsible for reassessing and reevaluating current practices pertaining to ASI Elections.
- Clause 9. Following candidate certification, the Elections Director shall provide a report to the ASI Board of Directors summarizing the election and proposing any recommendations for the following year.
- Clause 10. The Elections Director shall submit a budget request for the next fiscal year to the Vice Chair/Treasurer of the Board of Directors in compliance with the established budget process and deadlines.

Section 3. **APPOINTMENTS**

- Clause 1. The Elections Director shall be appointed by the incumbent President and confirmed by a majority vote of the ASI Board of Directors.
- Clause 2. The Elections Coordinators shall be appointed by the incumbent President, upon recommendation of the incoming Elections Director, and confirmed by a majority vote of the ASI Board of Directors.
- Clause 3. The Elections Director and/or Elections Coordinator(s) may be removed for cause by a two-thirds vote of the ASI Board of Directors.
- Clause 4. In the event of a vacancy in the position of the Elections Director and/or Elections Coordinator(s), the President shall appoint a new Elections Director and/or Elections Coordinator(s) confirmed by a majority vote of the ASI Board of Directors.

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**ARTICLE IX**  
**REFERENDUM, SPECIAL ELECTIONS, INITIATIVES,**  
**AND RECALL**

Section 1. **ALL REFERENDA, INITIATIVES, AND RECALLS** shall be considered binding if done in coordination with the above processes unless they contradict Federal, State, or local law, the Articles of Incorporation, the ASI Bylaws, or the purpose of the Corporation.

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

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

Clause 2. The ASI Board of Directors must designate that a referendum is either binding or non-binding at the time the ASI Board of Directors proposes the referendum to the electorate.

Section 3. **SPECIAL ELECTIONS** will only be held as determined by the ASI Board of Directors. All elections will be held during a general election whenever possible.

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

Clause 2. When a special election is held separate from a general election, the following conditions shall apply:

b. The availability of the Voting Practices will be identical to that of the most recent previous general election.

c. Eligibility requirements shall not change.

d. Winners shall be determined by the same method as noted in Article VII Section 7.

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

Section 4. **INITIATIVE LEGISLATION** from the student body may be submitted to the ASI Board of Directors in the form of a petition signed by at least 10% of the total membership of the student body. An initiative can either enact new legislation or repeal existing legislation.

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

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

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

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initiative legislation.

- Section 5. **RECALL** A member of the ASI Board of Directors, the President, Vice President, or Titan Student Centers Board of Trustees Student Trustee may be removed from the remaining term of office when the following conditions are met:
- Clause 1. A petition stating the desire to remove a Director must be signed by ten percent (10%) of the headcount of the Director's respective academic college. In the case of the President,- Vice President or Titan Student Centers Student Trustee, a petition stating the desire to remove that officer must be signed by five percent (5%) of the entire headcount of the University. The petitions must include each petitioner's printed name, Campus Wide ID number, and signature to be considered valid.
  - Clause 2. Prior to the gathering of signatures, the leader of the recall drive must state in a letter or in person at an ASI Board of Directors meeting the intent to recall an officer. The petition drive has thirty (30) calendar days from announcement to gather the necessary signatures or the recall fails.
  - Clause 3. If the correct number of signatures is gathered, they must be verified by the Office of the Vice President of Student Affairs.
  - Clause 4. If the appropriate number of signatures is verified, the President must call a special election within fifteen (15) legal days.
  - Clause 5. The availability of the Voting Practices will be identical to that of the most recent previous general election.
  - Clause 6. Two-thirds of students voting in a special election must vote to recall the officer for the officer to be removed.

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**ARTICLE X  
QUALIFICATIONS  
AND CANDIDACY**

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

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

Section 2. **SPECIFIC QUALIFICATIONS**

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

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

Clause 2. **Students with Multiple Majors**

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

Clause 3. **Students with Minors**

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

Clause 4. **Students Interested in Representing the College of Education**

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

- a. An active member of a club that is a member of the EICC affiliated with the College of Education.

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

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

Section 3. **VERIFICATION** The Dean of Students or designee will verify the qualifications of candidates running for office or submitted for approval. The Dean of Students or designee will report to the ASI Executive Director concerning the qualifications of officers, candidates, and ASI Board of Directors. The ASI Executive Director will have the responsibility to report any ineligible officers, candidates, and ASI Board of Directors who don't meet qualifications set forth in these Bylaws and/or directives from the Chancellor's Office.

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**Section 4. FILING FOR CANDIDACY**

- Clause 1. To be a candidate: a student must submit a "Petition of Candidacy" form declaring to run during an election.
  - a. Candidates may run for only one elected position during a single election.
- Clause 2. The "Petition of Candidacy" forms will open at least one month before and are due at 5 P.M. the Monday before the mandatory candidate orientation.
- Clause 3. The Candidate Orientation time, date, and location shall be stated on the Petition for Candidacy forms. All deadlines, meetings, and events will be listed on the candidacy form. The mandatory candidate orientation must occur at least two weeks prior to the general election. Failure to meet all deadlines listed on the Petition for Candidacy form, including the mandatory candidate orientation, will result in removal from the ballot.
- Clause 4. Each candidate shall sign an ASI Conflict of Interest Agreement before campaigning may begin. Failure to sign and submit the conflict of interest agreement form prior to campaigning will result in removal from the ballot.
- Clause 5. A candidate shall be defined as one (1) student who has filed the "Petition for Candidacy" forms, attended the mandatory candidate orientation, and fulfilled the requirements to run for office as stated under Qualifications.
- Clause 6. A candidate team shall be defined as two (2) students whom have filed the "Petition for Candidacy" forms with the intention of running for ASI President and Vice President, attended the mandatory candidate orientation, and fulfilled requirements to run for office as stated in Qualifications.

**Section 5. WRITE-IN CANDIDATES**

- Clause 1. Write-in candidates may run for any one office of their choice for which an election is being held. Write-in candidates must inform the Elections Director of the office for which they intend to run by completing an Elections Packet and an ASI Conflict of Interest Agreement. These documents must be submitted to the Elections Director before 5:00 P.M. on Tuesday prior to the start of the election.
- Clause 2. Write-in candidates are responsible for complying with all provisions of these Bylaws except for attending the Candidate Orientation.
- Clause 3. Write-in candidates must meet all the qualifications for the office they are running for.
- Clause 4. Write-in candidate's first and last name must be spelled correctly by the voter for that vote to count.
- Clause 5. Write-in candidates will have the same deadline as all other candidates to submit a photo and statement to the Elections Director to be posted on the information page of the ballot.



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**ARTICLE XI**

**ENDORSEMENTS, VIOLATIONS, AND  
ENFORCEMENT**

**Section 1. ENDORSEMENTS**

- Clause 1. Students may receive endorsements from clubs and/or organizations. If a candidate wants an endorsement they must receive written consent from clubs and/or organizations. These clubs and/or organizations shall not use any ASI funding to support these candidates.
- Clause 2. Any unit, body, or office of the Associated Students shall be prohibited from promoting or discouraging a vote in favor or against any candidate or candidate team in any election (including recall elections).
- Clause 3. Any unit, body, or office of the Associated Students shall be prohibited from promoting or discouraging a vote in favor or against any proposition in any election.
- Clause 4. Any organization receiving sponsorship or funding from the Associated Students shall be prohibited from spending any Associated Student funds or using any resources to promote or discourage a vote in favor or against any proposition, candidate, or candidate team in any election.
- Clause 5. Individual officials of an organization receiving sponsorship or funding from the Associated Students may express their individual views in support or opposition of a candidate (including themselves) or candidate team. In expressing such views, they may identify themselves as officials of their organization, provided it is clear they are not speaking for the Associated Students, their organization, or the student body as a whole.

**Section 2. EXPENSES**

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

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Section 3. **COMPLAINTS** regarding elections shall be filed electronically on the ASI Website.

- Clause 1. The complaint must be submitted with a valid contact phone number or email. Incomplete or anonymous complaints will not be considered.
  - a. Complainant or designee must appear at the Elections Judicial Council meeting or the complaint will be dismissed.
- Clause 2. Election complaints must be submitted within twenty-four (24) hours of the infraction. All formal complaints filed after twenty-four (24) hours of the infraction will not be considered unless the severity of the violation warrants consideration.
- Clause 3. Complaints regarding candidate violations shall be heard by the Elections Judicial Council.
- Clause 4. Complaints regarding the elections process or Elections Team shall be heard by the Board of Directors.

Section 4. **ESTABLISHMENT OF VIOLATION SYSTEM**

- Clause 1. The purpose of the Campaign Violation System is to hold candidates and candidate teams responsible for threatening the democratic process, committing ethical breaches, interfering with the mission of the Associated Students, threatening the safety of the campus, and violating Associated Students and CSU Fullerton protocols. Any candidate, candidate team, or coalition found before the Elections Judicial Council to have committed violations shall be subject to punishment by the guidelines set forth under Enforcement (Section 8).
- Clause 2. Campaigning shall be defined as any effort by any individual or group to influence the decision of any potential voter in support or against any candidate or candidate team appearing on the ballot through the use of verbal or nonverbal interaction, electronic correspondence of any kind, use of physical materials, or the use of any persons as an intermediary to communicate the same.

Section 5. **CLASS A (AUTOMATIC DISQUALIFICATION) VIOLATIONS**

- Clause 1. Class A (Disqualifiable) Violations shall carry three (3) strikes. If a candidate commits any of the following, the candidate is automatically disqualified from the election:
  - a. Interfering with the polling, voting, or vote count mechanism. Including but not limited to: submitting multiple ballots, modifying any ballot other than one's own, or submitting a ballot for another person.
  - b. A violation of ASI Bylaws, ASI Policy, CSU Fullerton Policy, State or Federal Law in connection to the election in a way which extensively affects the outcome or integrity of the electoral or judicial processes.

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- c. Using CSU Fullerton or Associated Students authority, facilities, funds, or resources that are not open to all students for campaign purposes to an extent which extensively affects the outcome or integrity of the election.
- d. Bribing any voter or group of voters which includes giving items (e.g. campaign branded items or items of negligible value such as promotional items or items under 5 [five] dollars) with the intent of an exchange for a vote for the candidate(s) or candidate team(s). Items may be freely given to voters, however the intent to withhold or exchange items to solicit votes or other services is forbidden.
- e. Bribing, conspiring with, claiming an endorsement of, or otherwise corruptly influencing an Elections Team or any other person involved with the operation of the election.
- f. Intimidating, impeding, threatening, or retaliating against voters, parties of a Board of Directors appeals case, Elections Team, Elections Judicial Council members, candidates, potential candidates, or other persons related to the election.
- g. Failing to appear at a formal hearing before the ASI Board of Directors.

**Section 6. CLASS B (MAJOR) VIOLATIONS**

- Clause 1. Class B (Major) Violations shall carry two (2) strikes. If a candidate commits any of the following, the candidate will acquire two (2) strikes against their campaign and, the official ballot shall reflect the specific violation and circumstance:
- a. Systematically or repeatedly and willfully destroying, defacing, covering, moving or removing from their places, posters, signs, banners, leaflets, or flyers representing student organizations and/or University departments.
  - b. A violation of ASI Bylaws, ASI Policy, CSU Fullerton Policy, State or Federal Law in connection to the election in a way which moderately affects the outcome or integrity of the electoral or judicial processes.
  - c. Filing malicious, frivolous, misleading, or bad faith charges or complaints against any candidate, candidate team, proponent, or opponent in the Elections Judicial Council. If an individual engages a third party to file such charges, both individuals shall be held responsible.
  - d. Using any means of unsolicited electronic communication “spam” to campaign (electronic mail, phone, message, text, social media). The following are not “Spam”:
    - I. the recipient initiated contact regarding campaign matters through the same communication medium with the author;

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- II. the recipient gave their contact information for the same communication medium to the author's campaign;
  - III. the communication is sent through a social network and the recipient has the author as a connection/friend/etc. on the same social network;
  - IV. the communication is sent through a listserv/group message mechanism run by some organization and the author has permission from the leadership of that organization or is a member in good standing of that organization and the communication clearly indicates the group/listserv through which it is sent. This criteria shall not be valid for group messages sent to an entire class, academic program, or other groups/listservs which students are required to be or automatically are members of.
- e. Actively campaigning or posting campaign materials before the mandatory Candidate Orientation.
  - f. Any Board of Directors candidates from the same college officially or unofficially campaigning together.
  - g. Willfully damaging or destroying the campaign materials of another candidate.
  - h. Using the intellectual property of another person or organization to campaign, without the permission of the rightful owner. Candidates shall obtain permission in writing. Action for this violation can only be brought by or on the complaint of the rightful owner.
  - i. Willfully violating an order from the Elections Judicial Council.
  - j. Providing false or misleading information, evidence, or testimony to the Elections Judicial Council.
  - k. Using internet enabled devices to acquire votes during the voting period. This includes cell phones, tablets, laptops, and other devices that may access the elections ballot.
  - l. Purchasing paid campaign advertising, or soliciting unpaid campaign advertising, in CSU Fullerton or Associated Students affiliated publication.
  - m. Using CSU Fullerton or Associated Students authority, facilities, funds, or resources that are not open to all students for campaign purposes to an extent which moderately affects the outcome or integrity of the election.
  - n. Claiming an endorsement of an individual, group, organization, party, etc. without their/its consent. Candidates should, but are not required, to obtain endorsements in writing.
  - o. Disseminating information intended to mislead or deceive as to the mechanics of the election or intentionally disseminating information that is objectively and probably

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false on matters pertaining to the CSU Fullerton or the Associated Students

Section 7. **CLASS C (MINOR) VIOLATIONS**

- Clause 1. Class C (Minor) Violations shall carry one (1) strike. If a candidate commits any of the following the candidate will acquire one (1) strike against their campaign, and the official ballot shall reflect the specific violation and circumstance:
- a. Violating the CSU Fullerton Posting Policy. Refer to Student Life and Leadership for more information.
  - b. Persistently blocking any entrance or tight space, or otherwise significantly restricting the flow of vehicular or pedestrian traffic on campus.
  - c. Distributing food and/or beverage, with the exception of unopened water bottles and prepackaged snacks.
  - d. Using CSU Fullerton or Associated Students authority, facilities, funds, or resources that are not open to all students to an extent which minimally affects the outcome or integrity of the election.
  - e. Falsely claiming a past or current position, title, membership, award, other affiliation, etc. with an individual, group, organization, party, etc. When applicable, membership deemed shall be defined as being a member in good standing. Past membership, affiliation, etc. must be noted as such.
  - f. Using the name of any person without prior written consent of that individual. Any materials in violation will be seized and destroyed by the Elections Director.
  - g. Leaving or posting campaign materials in any campus computer lab or classroom containing computers provided by the university.

Section 8. **ENFORCEMENT**

- Clause 1. **Elections Judicial Council**
- a. Shall exist to hear all formal complaints pertaining to the conduct of any candidate and/or candidate team.
  - b. The Elections Judicial Council shall be chaired by the Elections Director and shall be comprised of the Elections Coordinators, a member of the Board of Directors, a member of the Executive Team, and a member of the Titan Student Centers Board of Trustees. The Vice President of Student Affairs or designee shall be a standing liaison officer. The Executive Director or designee shall be the standing advisor.

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- c. All members of the Elections Judicial Council must have Board of Directors confirmation and declare impartiality through the elections cycle.
- d. Members of the Elections Judicial Council shall be chosen by the last Board of Directors meeting of the fall semester. Once a member is confirmed by the Board of Directors they shall be the only voting member to represent their constituents for the duration of the elections cycle.
- e. Meetings shall conduct their business in duly noticed public meetings and are required to comply with all provisions of the Gloria Romero Open Meetings Act (Education Code Sections 89305 to 89307.4) as outlined in ASI Policy. Any person may attend any of these meetings except as otherwise outlined in section 89305.1(b)(1)(B)(i)-(iv) of the California State Education Code.
- f. Complaints of similar nature under the discretion of the Elections Director may be considered together.

Clause 2.       **PENALTIES**

- a. Any violation(s) of these Bylaws may result in a consequence including suspension or revocation of any publicity, posting, campaigning privileges; posting electronic notice of candidate violations on the ballot; and/or automatic disqualification and shall be administered at the discretion of the Elections Judicial Board. Consequences are appealable to the ASI Board of Directors.
  - I. A violation shall be defined as a formal complaint that has been filed with and confirmed by the Elections Judicial Council.
  - II. Elections Team reserve the right to remove any campaign materials in violation.
  - III. All violations shall be thoroughly documented by the Elections Director as all violations are subject to appeal to the Board of Directors.
  - IV. Each candidate or candidate team who has accrued three strikes of any combination will be disqualified.
  - V. Candidate teams shall be held responsible as a team for any violations confirmed against the team or one of its members.

Clause 3.       **APPEALS**

- a. When a decision has been made by the Elections Judicial Council concerning a formal complaint, any party identified in the complaint or receiving consequences as a result of the complaint may appeal the decision to the ASI Board of Directors.
- b. Once notified of the appeal, the Board of Directors will conduct a formal

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hearing at the next Board of Directors meeting following open meeting laws. All parties identified in the elections complaint will be required to attend the hearing, including a member of the Elections Judicial Council to explain to the Board of Directors how the council arrived at their decision.

- I. An individual shall be exempt from appearing before the ASI Board of Directors if they can show:
  - (1) a valid health excuse, out of town commitment, death in the family, employment obligations,
  - (2) exam/paper due twenty-four hours following the case, an academic commitment during the meeting time,
  - (3) observance of a religious holy day or ceremony which prevents attendance,
  - (4) jury duty or mandatory appearance for legal/administrative proceedings during the meeting time, or
  - (5) a force majeure which prevents attendance (this shall be defined as a chance occurrence or unavoidable accident that is not the result of negligence or misfeasance by the individual).
  
- c. Once the Board of Directors has reached a verdict on the appeal through a formal vote, there shall be no further course of action for all parties involved in the hearing.



## CALIFORNIA STATE UNIVERSITY, FULLERTON

### *Executive Officers Board Report April 9, 2019*

#### **ASI PRESIDENT ANA ALDAZABAL**

Hi everyone below are my board reports!

- DC Hill Day
- Phone calls with Bakersfield & Pomona regarding bills that affect undocumented students
- Master plan task force
- Transition meetings
- Graded apps for office spaces

#### **ASI VICE PRESIDENT SABA ANSARI**

Hi everyone!

I hope Spring Break was a good time to relax, and y'all are ready to finish the semester strong. This week is a big week with Roundtables starting, the Mobile Food Pantry on Wednesday from 4-5PM, and the Campus Physical Master Plan also on Wednesday from 10AM to 7PM. Please share this information with your ICCs and friends, so they are able to participate in each of these activities! **Scholarships are due April 15<sup>th</sup>**, and we will have grading times this Wednesday 11-4PM in TSU Stearns, Thursday 2-4PM in Legislative Chambers and Friday 11-4PM in TSU Stearns once again. RSVPs for ASI Student Leader Banquet are **due this Friday!**

This week I'll be meeting with Dr. Eanes, Dave, Marco, Austin and Mansi, attending the What Brings Us Together Luncheon, Executive Senate, SFAC, TSC Operations Committee and some events in HSS & Arts Week.

And lastly, April is Sexual Assault Awareness Month so these are some statistics to remind you why an entire month is devoted to it.

- **1 in 5 college students experience dating violence or some form of sexual assault (that's 20%)**
- **90% of campus sexual assaults are committed by perpetrators that the survivor knows**



- **Gay and bisexual men are over ten times more likely to experience sexual assault than heterosexual men**
- **Approximately 34% of multiracial women, 27% of Alaska Native/American Indian women, 22% of black women and 14.6% of Hispanic women are survivors of sexual violence**

If these stats make you mad or uncomfortable, have the hard conversations with your friends about what sexual assault and rape culture entails. It may seem like a small thing, but these conversations are what change culture. Do your part my friends!

**ASI CHIEF COMMUNICATIONS OFFICER  
KAETLYN HERNANDEZ**

Hello everyone!

I hope you all had a great and restful spring break and are ready to get back to work! This week, I will be recording a new episode of Fully Informed with Aaron and Mansi, so students can get to know them on a more personal level. I am hoping to set up a Building Leaders date this week, so that the campaign can be up before the end of my term. I am meeting next week with Art in regards to an ASI Year in Review video. You can find an example on our YouTube channel from two years ago. If you have any input on that, please let me know. This weekend is Welcome to CSUF Day, which is one of the biggest days for ASI. This is where we will find new students who will be the future student leaders. Please make it an effort to help out with tabling and get to know some future Titans! In regards to social media, I am a little overwhelmed with millions of things to post, so please only send something if urgent. Also, we are taking a new approach to social media to make the stories shorter. Only ASI things will be posted to the story if you have any clubs that need their flier to be posted, please send that to me to be posted only on Mondays.

**ASI CHIEF CAMPUS RELATIONS OFFICER  
REBECCA HESGARD**

I hope you all have had some time for yourselves and enjoyed your spring break! And I hope that you're ready to hit the ground running throughout the last stretch of this semester!

**UPDATES:**

- University Advancement AVP Search Committee – Zoom Interviews
- ESC and PAC/UA Commission Meetings
  - PAC/UA welcomed Lobby Corps to hear about CHES and budget advocacy

- ESC is gearing up for Earth Week – we are currently collecting uncrushed soda cans for an art piece AND looking for art entries to display during our ASI Earth Week Expo on Tuesday, April 23rd
- GE Task Force Committee Meeting
- Met with the Dr. Dra Pérez to discuss diversity and inclusion efforts across campus, including ASI's upcoming new Chief and SJEC efforts
- Packed for the last ASI Mobile Food Pantry upcoming this week on Monday night

#### UPCOMING:

- APIDA Heritage Month President's Reception – Fullerton Arboretum, April 9th at 5:30PM
- University Advancement Committee Meeting
- Campus Physical Master Plan Open Forum – 10AM-7PM
- What Brings Us Together Luncheon – Hosted by HRDI
- Academic Senate Meeting
- PAC/UA Commission Meeting
- **ROUNDTABLES BEGIN THIS WEEK** – Will continue throughout the month until the first week of May
- **ASI MOBILE FOOD PANTRY** – Wed. April 10th at 4PM in collaboration with H&SS ICC

#### **ASI CHIEF GOVERNMENTAL OFFICER MEGHAN WAYMIRE**

Hi everyone!

I hope y'all were able to enjoy your Spring Breaks and relax a little!

Lobby Corps:

- Yesterday our event with TDRC and Dream Co Op where we discussed legislation that would make financial aid more accessible for undocumented students
- Continuing work with Project Rebound
- Working on updates for the Its On Us campaign with the Title IX Office
- Planning for a systemwide advocacy event for #FixFinancialAid on May 6th

Miscellaneous:

- This Thursday is the LGBTQ Roundtable from 330-5 in the LGBTQ center
  - At the end of last month, Ana and I attended CSU Hill Day and lobbied for increased Pell grants, funding for HSI institutions, the Dream act, and more
  - We are meeting with VP Eanes this Wednesday, let us know if there's anything you'd like us to address
- We are getting ready to transition the new team! Woohoo!
  - This weekend is CSSA in LA



# BOARD OF DIRECTORS

CALIFORNIA STATE UNIVERSITY, FULLERTON™

## CHAIR & VICE CHAIR'S REPORT April 8, 2019

### **Maisune Abu-Elhaija, Vice Chair/Treasurer:**

No written report.

### **Maria Linares, Vice Chair/Secretary:**

*Happy Monday and welcome back from Spring break!*

#### **Governance**

This week: Items are tentative.....the official/final Governance agenda has not been sent out

#### New Business

- a.) **Discussion:** Policy Concerning Student Appointments
  - *The committee will discuss policy concerning student Appointments*
- b.) **Discussion:** Policy Concerning Executive Senate
  - *The committee will discuss policy concerning Executive Senate*
- c.) **Discussion:** Resolution for Native American Recruitment, Retention, and Support
  - *The committee will discuss resolution for Native American Recruitment, Retention, and Support*

#### Recent events:

-PSSA & Pi Sigma Alpha, Immigration Civil Dialogue

-Livestreaming of ASI meetings

- Might do a rest run at Governance 4/18 and BOD 4/30
- It depends on Scott's team schedule availability
- Will keep you all in the loop
  
- It's H&SS Week! I will be tabling today at the resource fair from 11am to 12:30 pm.
- Please check out the social media page for all of our events and come support
  - Follow [@csufhssicc](#)

Looking forward to seeing you all at our BOD meeting tomorrow.

Maria Linares

### **Tristan Torres, Board Chair:**

Welcome back! I hope you all had a great spring break!

I will be beginning to set up my second round of one on ones with you all this week, so look out for those emails!

**SFAC:** This Friday, we will be going out the Instructionally Related Activities (IRA) fee this week, this is the fee that usually goes towards work related to classes and/or labs.

**Executive Director Evaluation:** Due to some university issues, the evaluation was moved to later in the semester. Next Friday will be the next evaluation meeting.

**Academic Senate:** There are few items on the agenda this week including a Resolution on Native Land Acknowledgement and request for revisions to University Policies.

**BOT:** Very busy agenda this week for the facilities committee. There are three action items, the first of which is a relocation of certain student leader offices in the TSU. The second is office space allocations for clubs and orgs. The third is an action item updating the food court area. The operations committee will be approving the shuffle board table for down stairs.

The Executive Team and I will also be meeting Dr. Eanes Tuesday morning. If there are any concerns or questions you would like us to bring up just let us know! Also, reminder that there are not many weeks in the school year left, so if you have resolutions or anything you are working on try and get it done soon!