



## Minutes

### ASI Board of Directors Meeting

📅 Tue April 20th, 2021

🕒 1:15pm - 3:45pm PDT

📍 Zoom Meeting: <https://fullerton.zoom.us/j/82498059481>

#### 👤 In Attendance

#### 1. Call to Order

Maria Linares, Chair, called the meeting to order at 1:15 p.m.

#### 2. Roll Call

Members Present: Aquino, Cortes, Fernandez, Hanna, Hannawi, Iyer, Leiva, Linares, Mukbel, Murillo, Sharma, Stambough, Thomas, Vigil, Wright, Wong, Zarate

Members Absent:

Liaisons Present: Edwards, Gillespie, Hoang, Loeb, Reveles, Soria

Liaisons Absent: Torres\*\*(E)

According to the ASI Policy Concerning Board of Directors Operations, attendance is defined as being present prior to the announcement of Unfinished Business and remaining until the scheduled end of the meeting.

\*Indicates that the member was in attendance prior to the announcement of Unfinished Business but left before the scheduled ending of the meeting.

\*\*Indicates that the member was in attendance for a portion of the meeting, but not in attendance prior to the announcement of Unfinished Business.

EXCUSALS: (Leiva-m/Fernandez-s) A motion was made and seconded to excuse Torres due to university business. The excusal was approved by unanimous consent.

Torres arrived at 2:04 p.m.

#### 3. Approval of Agenda

**Decision:** (Murillo-m/Mukbel-s) The agenda was approved by unanimous consent.

#### 4. **Consent Calendar**

**Decision:** There was one item on the consent calendar. The calendar was adopted by unanimous consent.

##### a. **04/06/2021 ASI Board Meeting Minutes**

#### 5. **Public Speakers**

Members of the public may address Board of Directors members on any item appearing on this posted agenda or matters impacting students.

#### 6. **Time Certain**

##### a. **1:30pm: Dr. Laurie Rodes, Dean, HHD**

Dr. Rodes, provided a presentation on the College of Health and Human Development. The presentation is an attachment to the minutes.

- Thanked student leaders and staff for their work and efforts to serve students. Linares thanked Dean Rodes for her presentation and the information shared regarding the College of HHD.

##### b. **1:45pm: Dr. Sheryl Fontaine, Dean, HSS**

Dr. Fontaine provided a presentation on the College of Humanities and Social Science. The presentation is an attachment to the minutes.

- Dean Fontaine thanked the student leaders for the work that they have done over this past year and are continuing to do for students and the campus. Linares thanked Dean Fontaine for her presentation

##### c. **2:00pm: Fram Virjee, President, CSU, Fullerton**

President Virjee thanked the student leaders for their service and commitment to CSUF students. He shared update information regarding:

- Thanked student leaders for their work and efforts toward promoting allyship, social justice, equity.
- For leaders during this pandemic, hold up as some of the most impactful leaders. Voter advocacy, solidarity with titans experiencing real challenges during the pandemic.
- Critical challenges, verdict in Officer Chauvin trial for the murder of George Floyd. CSUF has been and continues to work toward eradicating systemic racism in our community and around the nation. Reviewed the various trainings, allyship events, DEI programs, anti-bias/anti-racism trainings, launched DEI Leadership program, hosted Titan Table Talks, Scholarship for African American students, building up black alumni network, changing approaches to teaching in

classrooms. One Book CSUF, recruiting practices to be more inclusive and diverse.

- UPD working hard to implement reform, engage in self reflection, themes, more training, empowering community, outreach with the community.
- Enhancing anti-racism for the APIDA community. March 6th Academic Senate resolution denouncing anti-asian actions.
- Diversity in Education Award recipient.
- Preliminary Budget from Governor - received, looks promising. Chancellor indicates that if the budget is approved as presented, there will be no tuition increases or furlough for staff.
- Emergency funds for students and staff during the pandemic
  - Titan Day of Giving
- Achieved 85% of the goal for the Comprehensive Campaign
- Commencement - virtual event on June 11th
  - Each college will hold a virtual event
  - In-person walk event - if officials allow for the event, more details to come
- Fall Return - return to primarily in-person teaching and learning.
  - Campus facilities return to providing in-person services
  - Face-to-face services available late summer early fall

Questions:

- Soria asked about commencement - when and how will students find out about the event and how many guests will be allowed. President Virjee shared it depends on Health officials approval.
  - There will be a campus-wide announcement made for the event.
- Torres asked for time to meet to discuss the health, safety and wellbeing for APIDA students.

Linares thanked President Virjee for coming and sharing information with the Board.

## 7. **Executive Senate Reports**

The written reports from Sports Club ICC and Multicultural Greek Council were provided to the Board of Directors for review and consideration. The reports are an attachment to the minutes.

### a. **SCICC, MGC**

## 8. **Unfinished Business**

None

## 9. **New Business**

### a. **Action: Resolution Amending Policies Related To The Restructure of the Committees of the Board of Directors (Governance)**

*The Board will consider approving a resolution amending policies related to the restructure of the committees of the Board of Directors.*

**BOD 053 20-21 (Governance) A motion was brought to the Board of Directors from the Governance Committee to approve a resolution amending policies related to the restructure of the committees of the Board of Directors.**

Linares yielded to Mukbel, Governance Committee Chair, to review the resolution and the discussion from Governance. Mukbel thanked staff for the work done to update and review the changes to the policies. Mukbel yielded to Wiley to review the resolution and policies. Wiley reviewed the resolution and a presentation highlighting the summary of changes to the policies. The documents and presentation are an attachment to the minutes.

- Changes to reflect the structure of the committees of the Board of Directors approved by resolution on March 2, 2021.
- Changes to separate the Treasurer/Secretary position to reflect two separate positions, Treasurer and Secretary
- Revisions to clean up and correct minor edits to the policies.
- Rescinding policy concerning TSC Board of Trustees effective June 1, 2021 will no longer be active for the Corporation.
- Effective date for the updates is June 1, 2021.
- Policy concerning Elections - clarified and enhanced eligibility checks for student leaders.
- Policy concerning BOD Operations - changes overviewed.
- Policy concerning Student Appointments - clarified eligibility checks process.

Wiley reviewed the above changes in the policy documents.

Linares opened the floor to questions.

- Torres asked about the number of units cap, and the challenges for students who may not be able to be involved. Wiley shared the guideline comes from the Chancellors Office, and further shared that there may be options to participate.

Linares opened the floor to discussion.

Linares asked if there were any objections to moving to a roll call vote to approve the resolution amending policies related to the restructure of the committees of the Board of Directors. There were no objections.

**BOD 053 20-21 (Governance) Roll Call Vote: 17-0-0 The resolution amending policies related to the restructure of the committees of the Board of Directors was adopted.**

- b. **Notice of Closed Session - ASI Executive Director Evaluation (Education Code, §89307, subdivision (e))**

**Decision: (Thomas-m/Mukbel-s) The Board moved into closed session at 2:45 p.m. by unanimous consent.**

**(Iyer-m/Mukbel-s) Linares asked if there were any objections to ending closed session and resuming open session. There were no objections. The meeting resumed at 3:17 p.m. by unanimous consent.**

**c. Action: ASI Executive Director Evaluation**

*The Board will consider approving the Executive Director Performance Evaluation reviewed during closed session.*

**Decision: BOD 054 20-21 (Murillo-m/Mukbel-s) Roll Call Vote: 17-0-0  
The Executive Director's evaluation was adopted.**

## 10. Reports

**a. COLLEGE REPORTS:**

**i. EDU**

Rebekah Sharma, Director for the College of Education, provided an update report on the goals, budget and activities for the college. The report is an attachment to the minutes.

**b. EXECUTIVE REPORTS:**

**i. Executive Officers Report**

The Chief Inclusion and Diversity Officer, and Chief Governmental Officer provided highlights from their written report. The report is an attachment to the minutes.

**ii. University President's Representative Report**

Dr. Vincent Vigil, provided an update report on campus initiatives. The report is an attachment to the minutes.

**c. BOARD LEADERSHIP REPORTS:**

**i. Treasurer/Secretary Report**

Selene Hanna, Treasurer/Secretary, provided highlights from her written report, which is an attachment to the minutes.

**ii. Vice Chair Report**

Seleena Mukbel, Vice Chair, provided highlights from her written report, which is an attachment to the minutes.

**iii. Chair Report**

No report.

## 11. **Announcements/Member's Privilege**

- Linares thanked all members for grading the ASI Scholarship applications. Linares thanked Sharon Johnson, Director of HR for her work in making the Executive Director Evaluation process so smooth and efficient.
- Dr. Vigil acknowledged that the verdict in the Chauvin case was handed down. Any students needing support can reach out to CAPS and You @ Fullerton for assistance.
- Loeb, shared VP of Legislation at CSU provided information regarding the bills outlined in her report. She encouraged anyone with questions to reach out.

## 12. **Adjournment**

Maria Linares, Chair, adjourned the meeting at 3:36 p.m.

*Selene Hanna*

Selene Hanna (May 10, 2021 10:35 PDT)

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Selene Hanna, ASI Board Treasurer/Secretary

*Susan Collins*

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Susan Collins, Recording Secretary

## Roll Call 2020-2021

04/20/2021 ASI Board Special Meeting Roll Call

Attendance	Board Members			
			Present	Absent
ARTS	AQUINO	RAMON	1	
NSM	CORTES	ANDREA	1	
HHD	FERNANDEZ	ADRIANA	1	
Treasurer/Sec (CBE)	HANNA	SELENE	1	
CBE	HANNAWI	GEORGE	1	
ECS	IYER	ANJALI	1	
Chair (HSS)	LINARES	MARIA	1	
EDU	VACANT			
Vice Chair (COMM)	MUKBEL	SELEENA	1	
HSS	MURILLO	ERICK	1	
ECS	SHARMA	RADHIKA	1	
Academic Senate Rep.	STAMBOUGH	STEPHEN	1	
ARTS	THOMAS	TINA	1	
HHD	LEIVA	MARTALINDA	1	
Univ. President's Rep.	VIGIL	VINCENT	1	
EDU	WONG	REBEKAH	1	
COMM	WRIGHT	JAKOB	1	
NSM	ZARATE	CARL	1	
			Present	Absent
			17	0

Attendance	Liaisons			
			Present	Absent
EXEC DIR	EDWARDS	DAVE	1	
CCRO	GILLESPIE	NICOLE	1	
CCO	HOANG	KHAI	1	
CGO	LOEB	LAUREN	1	
PRESIDENT	REVELES	MARCUS	1	
VP	SORIA	SKY	1	
CIDO	TORRES	JANICA		1
			Present	Absent
			6	1

\*\*E

\*Recording Secretary: Susan Collins

Roll Call Votes	053 Resolution Amending Policies			054 ED Evaluation				
	Yes	No	Abstain	Yes	No	Abstain		
ARTS	AQUINO	RAMON	1			1		
NSM	CORTES	ANDREA	1			1		
HHD	FERNANDEZ	ADRIANA	1			1		
CBE	HANNA	SELENE	1			1		
CBE	HANNAWI	GEORGE	1			1		
ECS	IYER	ANJALI	1			1		
EDU	VACANT							
Vice Chair (COMM)	MUKBEL	SELEENA	1			1		
HSS	MURILLO	ERICK	1			1		
ECS	SHARMA	RADHIKA	1			1		
Academic Senate Rep.	STAMBOUGH	STEPHEN	1			1		
ARTS	THOMAS	TINA	1			1		
HHD	LEIVA	MARTALINDA	1			1		
Univ. President's Rep.	VIGIL	VINCENT	1			1		
EDU	WONG	REBEKAH	1			1		
COMM	WRIGHT	JAKOB	1			1		
NSM	ZARATE	CARL	1			1		
Chair (HSS)	LINARES	MARIA	1			1		
			Yes	No	Abstain	Yes	No	Abstain
			17	0	0	17	0	0





**College of Health and Human Development  
ASI Presentation-April 2021**

**Laurie A. Rodes, Dean**



CALIFORNIA STATE UNIVERSITY  
**FULLERTON**



# College of Health and Human Development

- ❖ **School of Nursing**
  
- ❖ **Departments**
  - ❖ **Child & Adolescent Studies**
  - ❖ **Counseling**
  - ❖ **Human Services**
  - ❖ **Kinesiology**
  - ❖ **Public Health**
  - ❖ **Social Work**
  
- ❖ **Military Science/Army ROTC Program**
  
- ~ **7,000 Students**



## HHD Fun Facts Quiz

1. Which unit in HHD provides the opportunity for students to earn a doctoral degree?

- a. Social Work
- b. Counseling
- c. Nursing
- d. Public Health
- e. Kinesiology



## HHD Fun Facts Quiz

2. Which two departments in HHD currently offer ONLY graduate degrees?

- a. Social Work
- b. Counseling
- c. Human Services
- d. Public Health
- e. Military Science





## HHD Fun Facts Quiz

3. Which unit in HHD has the largest number of student majors?

- a. Nursing
- b. Child & Adolescent Studies
- c. Public Health
- d. Human Services
- e. Kinesiology





## Centers and Institutes



- Center for Autism
- Center for Boys and Men
- Center for Cancer Disparities Research
- Center for Community Collaboration
- Fibromyalgia & Chronic Pain Center
- Center for Healthy Neighborhoods
- Center for the Promotion of Healthy Lifestyles & Obesity Prevention
- Center for Sociocultural Sport & Olympic Research
- Center for Sport Performance
- Center for Successful Aging
- Employee Wellness Program
- Health Promotion Research Institute



## Outstanding Programs



- **Peer Mentor Program**
- **Student Success Centers  
w/ Student Ambassadors**
- **ICC Board**
- **Center for Healthy Neighborhoods**

## Thanks to our HHD Representatives:

- ❖ **Adriana Fernandez**
- ❖ **MartaLinda Leiva**



**Thank You!**



# The College of Humanities and Social Sciences





## Overview of the College

## Mission Statement



The mission of the College of Humanities and Social Sciences at California State University, Fullerton is to educate students to be culturally, globally, socially, historically and environmentally astute, civically responsible alumni able to navigate an increasingly complex and interconnected world.



# Overview of the College



# Departments and Degree Programs

## Departments

- African American Studies
- Aging Studies (formerly Gerontology)
- American Studies
- Anthropology
- Asian American Studies
- Chicana and Chicano Studies
- English, Comparative Literature, and Linguistics
- Environmental Studies
- Geography and the Environment
- History
- Latin American Studies
- Liberal Studies
- Modern Languages & Literatures
- Philosophy
- Politics, Administration, and Justice
- Psychology
- Sociology
- Religious Studies (formerly Comparative Religion)
- Women and Gender Studies

## Degree Programs

- Aging Studies (formerly Gerontology), M.S.
- American Studies, B.A. & M.A.
- Anthropology, B.A. & M.A.
- Comparative Literature, B.A.
- Criminal Justice, B.A.
- English, B.A. & M.A.
- Environmental Studies, M.S.
- Ethnic Studies, B.A.
- African American Studies
- Asian American Studies
- Chicana/o Studies
- French, B.A.
- Geography and the Environment, B.A. & M.A.
- History, B.A. & M.A.
- Japanese, B.A.
- Latin American Studies, B.A.
- Liberal Studies, B.A.
- Linguistics, B.A. & M.A.
- Philosophy, B.A.
- Political Science, B.A. & M.A.
- Psychology, B.A. & M.A.
- Psychology (Clinical), M.S.
- Public Administration, B.A. & M.P.A.
- Religious Studies, B.A.
- Sociology, B.A. & M.A.
- Spanish, B.A. & M.A.
- TESOL, M.S.
- Women & Gender Studies, B.A.





**Center for Demographic Research (CDR)**

**Center for Public Policy (CPP)**

**California Global Education Project (CGEP)**

**The Collective for Justice, Equity & Transformation (CoJET)**

**The Institute of Black Intellectual Innovation (IBII)**

**The Lawrence de Graaf Center for Oral and Public History**

**Social Science Research Center**

**South Central Coastal Information Center**

**Center for Sustainability**





**Student leadership**

**Students in Distress**

**Workshops**

**Peer Mentor Training**



**Reception**

**Graduation, Retention, and Career Specialists**

**Study Abroad**

**College Advisor**

**Workshop Room**



# Campus & Community Engagement

# Events

INSTITUTE OF BLACK INTELLECTUAL INNOVATION



PRESENTS

INNOVATIVE ARTS FUTURES CONFERENCE

Congratulations GRADS!



A GLIMPSE INTO YOUR STUDENT'S FIRST YEAR

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UN VISTAZO AL PRIMER AÑO DE ESTUDIANTE

Skype conversation with writer Adam Hochschild on his book



**SPAIN IN OUR HEARTS:**  
Americans in the Spanish Civil War, 1936-39

**HSS WEEK**

April 5-9, 2021

[hss.fullerton.edu/hssweek](http://hss.fullerton.edu/hssweek)

**HSS ORIENTATION NOW LIVE!**

Department of Religion Studies is proud to present

**Magic, Miracles, and Religion**

Performance and Conversation with Dr. Sheegah Fabbior and Dr. Magda Wehler



April 29, 2021 - 2:00pm on Zoom

Register for Magic, Miracles, and Religion



**1st Annual Peace & Religion Symposium**

Topic: Ahimsa, Environmental Ethics, and Jain Concepts of Life.

Friday & Saturday, November 20 & 21, 2020

9am - 1pm (Pacific Standard Time)

12pm - 2pm (Eastern Standard Time)


9:30am - 11:30pm (Indian Standard Time)

Visit our website to register: <https://bit.ly/25C5G8d>

**H&SS TOWN HALL**

FRIDAY, AUGUST 28TH

1:30PM - 2:30PM



**LITERATURE, CULTURE, AND LANGUAGES**

Friday, March 19, 2021

California State University, Fullerton

Hosted over Zoom webinar

This fully commissioned symposium is an exciting opportunity for faculty participation in an academic forum, engaging in intellectual conversation with peers and faculty, and building momentum for future collaboration.

The Department of Modern Languages & Literatures invites interested systems (submit proposals related to foreign language, arts, or language) to propose topics for the conference website: <https://www.fullerton.edu/colhss>

Deadline for proposals: Friday, February 13, 2021

COLLEGE OF HUMANITIES AND SOCIAL SCIENCES

Learn anywhere.



**The Benefits of Online Learning**

(swipe right)

Managing Anxiety & Stress during COVID-19.

**Make time to unwind.**

The H&SS Week with Sheegah Fabbior presents:

**H&SS Q&A**

September 28, 2020

@ 2:00pm - 3:00pm

**El Grupo de Teatro en Español**

de Departamento de Lengua e Historia Modernas CSUF

Presenta

la obra de teatro "Escenas de Cuarentena"

Viernes 6 de noviembre 12pm-1pm

2pm-3pm del 2020

laboratorio al público.

Para más información contacte con Dra. Celia Martínez-Gómez ([cmartinez@fullerton.edu](mailto:cmartinez@fullerton.edu))



**REGISTER TO VOTE BY OCTOBER 19TH**

TO PARTICIPATE IN THE NOV. 6 2020 ELECTION!



**Ghost Tape #10 and The Modern Mambabatok with director Q&A**



Virtual Southeast Asian Film Screenings

Oct. 29, Thursday 5:00 pm

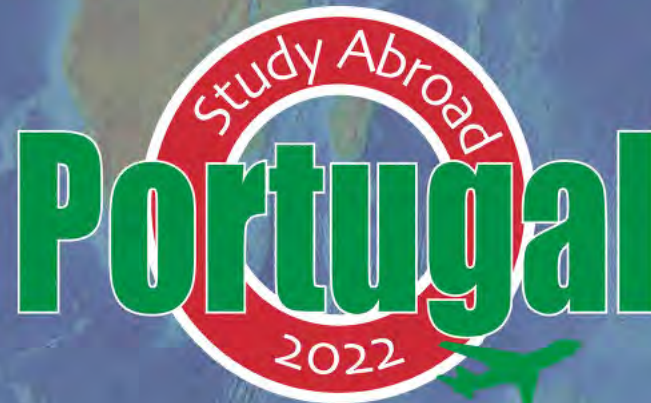
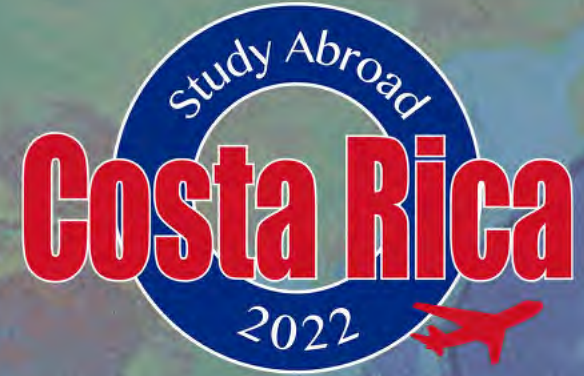
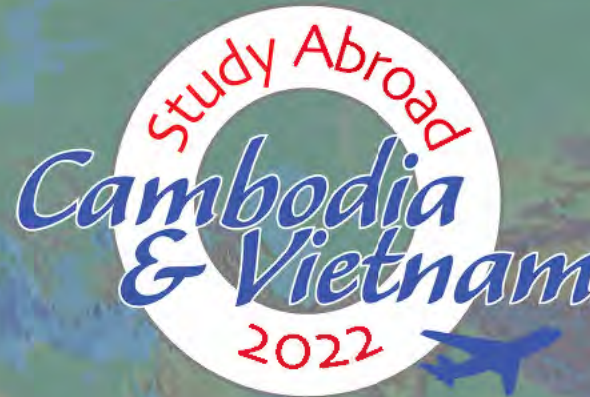
RSVP to [sgagne@fullerton.edu](mailto:sgagne@fullerton.edu) for Zoom link

**Virtual HSS Student Research Symposium**



**Virtual for 2021**

**Study Abroad in 2022**





# What's New!

# First year experience / Share Your Road



**Dorissa Martinez**  
Archivist  
B.A. History and  
B.A. American Studies

### Double Major

"I've always loved history, so I knew that I needed to major in it."

Dorissa Martinez graduated in 1999-2001

"Knowing the general direction through the 1990s on with history. Martinez followed..."



**Christine Carns**  
Homicide Detective  
B.A. Criminal Justice

### Service

"You can always count on me."

Christine Carns was born in Santa Maria, California and grew up near there. She reveled in athletics throughout her childhood and became a judo instructor at age 17 and helped teach judo at two honors colleges to people going through their own military service. Her job and/or work in law enforcement, and the stories looked for.

Christine Carns' Criminal Justice major put her on the path with the "History of Law Enforcement" course. Contact with people interested in the same field furthered her interest. "I enjoyed my studies and learning my field, but athletics at CSJF were an amazing experience." Later, the academy and hands-on work gave her in-depth training for her career path.

Carns is now retired from 23 years in Law Enforcement, the last 17 years working as a Homicide Detective. "The excitement and joy of being different, were the things..."



**Elizabeth Macias**  
Superior Court Judge  
B.A. Psychology and  
Ethnic Studies

### First Generation

Macias was born in Los Angeles to teenage parents, factory workers with elementary school education. Her father was a gardener, which meant "Saturday's were spent picking from home to home, dropping off his business card. She was poor, English was her second language, and even though she was the firstborn, everything was secondhand."

In elementary school Macias asked her parents to get her a suit for career day, and they asked her why she needed a suit. Macias replied, "I wanted to be the school principal. Our class is king, and the teacher is professional. She also looked like someone I could relate to. She was a person of color, so she was a role model."

Macias was the first in her family to attend college. She followed to Deputy Federal appointed lawyer. She was only the...



**Connie Morales Gutierrez**  
Director, Disabled Students Programs & Services (Community College Administrator)  
B.A./M.A. Anthropology / Ed.D (In-Progress)

### Service

"Anthropology is everywhere and in everything I do on a daily basis. Being rooted in Anthropology helps me persist in this goal."

Upon taking her first anthropology class and museum studies course at her local community college, Connie Morales Gutierrez knew she had found her major. "It aligned with my loves for learning about different cultures and museums, which are my happy places." Gutierrez worked with Dr. Carl Wendt on his archaeological project in Veracruz and undergraduate and first student, the culmination of which was a graduate thesis and museum exhibition at the Museum of Anthropology in Xalapa, Veracruz.

Gutierrez leads a team of faculty, classified staff, and student workers who support...





**Virtually New!**

**MLL Symposium**

**Psychology day**

**HSS Week**

**Innovative Arts Futures  
Conference (IBII)**

**Peace and Religion  
Symposium**

**Celebrations!**



What's New!

HSS Lecture Series

INTERDISCIPLINARY CONVERSATIONS ON

# ANTI-BLACKNESS





# The College of Humanities and Social Sciences





# Multicultural Greek Council



Timmie Luc President

# MGC Semester Goals

## ❖ Short Term

- Host a virtual social event for our MGC members to attend.
  - Halloween Event (Virtual)
  - Friendsgiving (Virtual )

## ❖ Long Term

- Encourage the growing community within Multicultural Fraternities and Sororities
- Emphasize a four council Fraternity and Sorority Life Community
- Come together and collaborate with the other four councils on campus



# Current Funding Status

- ❖ Percent of Budget Spent: 0%
- ❖ Future Spending:
  - Promo items
  - ASI Gift Cards

# Events

- ❖ Meetings
  - Thursdays @ 4pm (Virtually)
- ❖ Past Event(s):
  - MGC Open House via YouTube Playlist (Fall 2020)
  - Virtual Halloween Event.
  - Virtual Friendsgiving.
- ❖ Future Event(s):
  - POE (Pursuit of Excellence) (Virtual)



# Questions?

- ❖ Timmie Luc
  - [csuf.mgc.president@gmail.com](mailto:csuf.mgc.president@gmail.com)
- ❖ Diana Dinh
  - [csuf.mgc.treasurer@gmail.com](mailto:csuf.mgc.treasurer@gmail.com)

## **Scicc Report**

### **Executive Board:**

**Chair:** James Hayton

**Vice Chair of Finance:** Hailey Wilson

**Director of Administration:** Claire Kaneko

**Special Events Chair:** Everyone is pitching in for this position

**Marketing Chair:** Albert

**Community Service Chair:** Dylan Kraemer

**Fundraising Chair:** Cade Gunstream

**Historian:** Caden Thure

### **Goals for your council**

Long Term:

- Build our marketing and social media
- Build upon our efforts for our on and off campus partnerships
- Continue working on relationship with Athletics as much as possible while being virtual
- Promote SCICC and continue to look for and support teams here at CSUF

Short Term:

- Promote participation
- Utilize marketing to help keep the teams aware and active within the council

### **Current Funding Status**

#### **A Side**

- Supplies - \$1,000
- Printing and Advertising - \$200
- CFRs - \$9,272
- Insurance - \$23,500

\*Some money has been used for our virtual game nights which brought in much participation and was quite successful

### **B Side**

- CFRs - \$29,937
- Travel - \$18,176.00

\*Travel will not be used this semester

### **Events:**

- Weekly Council Meetings: Fridays 1pm-3pm
- Wells Fargo presented a retirement as well as savings presentation for us which held a lot of vital information and we received a lot of positive feedback from our teams
- Highly recommend this for other councils!

\* We hope to possibly have some more virtual events this semester and if we do we will let the board know when and what the event is

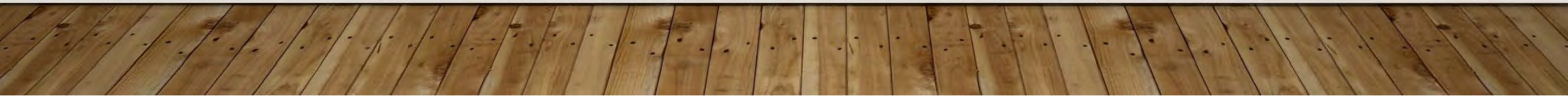
### **Highlights:**

- Added a new team to the council
  - Bowling was voted in
- Have a new team interested in joining the council
  - Wrestling team!



# **BOD RESTRUCTURE POLICY UPDATE SUMMARY**

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# GENERAL UPDATES SUMMARY

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- Minor language, grammar, and punctuation edits found throughout
- Removed references to TSC Board of Trustees throughout
- Updated references to BOD Vice Chair/Treasurer/Secretary throughout
- Removed references to Board Leadership Review Committee throughout



# MINOR POLICY UPDATES

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- **Policy Concerning Asset Management**
- **Policy Concerning Commissions**
- **Policy Concerning Corporate Budget**
- **Policy Concerning Executive Officers Operation**
- **Policy Concerning Executive Senate**
- **Policy Concerning Fundraising**
- **Policy Concerning Investments and Reserves**
- **Policy Concerning Procurement**
- **Policy Concerning Social Media**
- **Policy Concerning Student Leader Travel**
- **\*Policy Concerning TSC Board of Trustees Operations (Rescinded)**

# POLICY CONCERNING ASI ELECTIONS

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- Removed references to TSC Board of Trustees throughout
- Updated language related to eligibility to enhance clarity and match other policies (page 6-8)
  - Clarifies when eligibility checks are completed and certified
  - Clarifies how eligibility is reestablished if academic records are changed/updated



# POLICY CONCERNING BOD OPERATIONS

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- Removed references to TSC Board of Trustees, updated references to BOD Vice Chair/Treasurer/Secretary, Removed references to Board Leadership Review Committee
- Added references to SWANA ICC (Page 8)
- Updated meeting frequencies and added references to Facilities and Programs Assessment committees (Page 10-14)
- Updated language related to declaring vacancies and appeals to enhance clarity (Page 12)
  - Clarifies under which circumstances a declaration of vacancy can be appealed
  - Clarifies that CSU eligibility requirements cannot be appealed
  - Clarifies when a request for reinstatement can be requested after eligibility has been reestablished
- Updated references to programming groups (Page 15)
- Updated language in parking privileges section (Page 20)

# POLICY CONCERNING STUDENT APPOINTMENTS

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- Removed references to TSC Board of Trustees throughout
- Updated language related to eligibility to enhance clarity and match other policies (page 2)
  - Clarifies when eligibility checks are completed and certified
  - Clarifies how eligibility is reestablished if academic records are changed/updated
- Clarified commission and programming volunteers inclusion in Category 2 (Page 3)



# **\*POLICY CONCERNING STUDENT LEADER FINANCIAL AWARDS**

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- Removed references to TSC Board of Trustees throughout
- Added funding/funded council information
- \*this policy was already slated to go to Finance Committee for other revisions and so is not being presented as a part of this package

# QUESTIONS?

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## POLICY CONCERNING ASI ELECTIONS

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### PURPOSE

The following policy has been established in order for the Associated Students Inc. (ASI) Elections of the ASI President, Vice President, and Board of Directors, ~~and TSC Board of Trustees~~. The policy includes an overview of ASI Elections, qualifications, candidacy, complaints and enforcement.

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## WHO SHOULD KNOW THIS POLICY

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|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Budget Area Administrators</li> <li><input type="checkbox"/> Management Personnel</li> <li><input checked="" type="checkbox"/> Supervisors</li> <li><input checked="" type="checkbox"/> Elected/Appointed Officers</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Volunteers</li> <li><input type="checkbox"/> Grant Recipients</li> <li><input checked="" type="checkbox"/> Staff</li> <li><input checked="" type="checkbox"/> Students</li> </ul> |
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## DEFINITIONS

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

Terms	Definitions
<b>Automatic Disqualification</b>	Occurs immediately due to the Elections Judicial Council's vote on violation(s).
<b>Campaigning</b>	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.
<b>Candidate</b>	One (1) student who has filed the "Petition for Candidacy" forms, attended the mandatory candidate orientation, and fulfilled the requirements to run for office as stated in ASI Policy.
<b>Candidate team</b>	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 required to run for office as stated in ASI Policy.
<b>Disqualification</b>	This is a condition under which a person may not assume, continue in, or run for any elected or appointed ASI position. Can only be finalized by the Elections Judicial Council.
<b>Removal from the ballot</b>	A candidate running for elected ASI office is removed from the ballot. These candidates are prevented from running for ASI office as a write-in candidate.
<b>Violation</b>	A formal complaint that has been filed with and confirmed by the Elections Judicial Council.
<b>Write-In Candidate</b>	Any person who runs for office within ASI and does not have their name pre-printed on the ballot. Write-on candidates shall have the same right and responsibilities as all other candidates, except they did not attend the Candidate Orientation.

## STANDARDS

### 1. ELECTIONS

Each year, the CSU Fullerton's Student Body shall elect the ASI President, ASI Vice President, and ASI Board of Directors, ~~and TSC Board of Trustees~~ for the upcoming academic year. The elections shall be held Tuesday through Wednesday three weeks prior to Spring Recess.

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.

The ASI President and Vice President shall run as a candidate team. Individual candidates for either office shall not be allowed. ASI Board of Director must run in one academic college which they are enrolled.

No member of the ASI Executive Officers ~~or~~ ASI Board of Directors, ~~or TSC Board of Trustees~~ shall serve in any other position that receives a financial award or scholarship.

## **2. VOTING PROCEDURES**

Voting will take place the Tuesday through Wednesday three weeks prior to Spring Recess. Voting will open at 8:00 AM PST on the first day and close at 8:00 PM PST on the final day.

Candidates are required to use their name on record with CSU Fullerton on the ballot. The order of candidates appearing on the ballot will be in alphabetical order.

Each student shall be required to authenticate their eligibility to vote by entering their CSU Fullerton credentials on the voting website. A student will vote on a single ballot, in most to least preferred: ASI President and Vice President and ASI Board of Directors, ~~and TSC Board of Trustees~~.

When voting for the ASI Board of Directors, the student will be voting in the academic college which they are enrolled. If a student is undeclared, they may choose which one academic college to vote in. If a student has multiple declared majors in different academic colleges they shall choose one academic college that they are enrolled to vote in. If a student is voting for a write-in candidate their name must be spelled correctly, as CSU Fullerton has on record, for the vote to count.

## **3. DETERMINING WINNERS**

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

The winners will be the candidate or 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.

President and Vice President:

- 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 Run-Off will occur, as defined by the Instant-Runoff Voting method.
- The eliminated candidate team's votes are transferred to the other candidate team(s), depending on each voter's preference as stated on their ballot. An Instant Run-Off election will be simulated with the new vote totals. This process will repeat until a candidate team receives a majority of votes.

ASI Board of Directors:

- The winners shall be the two (2) candidates from each college who receive the most votes.
- If two candidates tie for second place, the candidate(s) with the fewest votes shall be eliminated



and as Instant Run-Off 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.

~~Titan Student Centers Board of Trustees:~~

- ~~• The winners shall be the ten (10) candidates who receive the most votes.~~
- ~~• 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 Run-Off 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.~~

If no candidate or candidate team receives a majority of votes in the regular election, the candidate or candidate team with the fewest votes shall be eliminated and an Instant Run-Off will occur. The eliminated candidate or candidate team's votes are transferred to the other depending on each voter's preference as stated on their ballot. A Run-Off election will be simulated with the new vote totals. This process will repeat until a candidate or candidate team receives a majority of votes.

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. Once certified, the results shall be released to the public.

**Recounts**

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. Recounts must be requested before the results have been certified.

**4. ELECTIONS TEAM**

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.

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.

The Elections Team shall maintain impartiality towards elections. The Elections Team will not campaign in any election nor publicly support any candidate or cause in any election they are overseeing. The Team will not have any other ASI position during their term, and will sign an ASI Conflict of Interest Agreement in accordance with California Education Code. The Team is prohibited from privately discussing elections except with the Elections Advisor.

Elections Team reserve the right to remove any campaign materials in violation.

#### **Additional Elections Director Duties**

The Elections Director will be required to follow the responsibilities:

- Oversee ASI Elections.
- Accountable for implanting and enforcing all provisions of the ASI Bylaws and ASI Policy that pertain to ASI Elections.
- Recruit, oversee, and train the Elections Coordinators.
- Chair the Elections Judicial Council.
- Submit a budget request for the next fiscal year to the ASI Board of Directors Treasurer in compliance with the established budget process and deadlines.
- Reassess and reevaluate current practices pertaining to ASI Elections.
- After the 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.
- Recommend the Board of Directors to remove any member(s) from the ASI Elections Team for due cause.

If any interpretation or question of these Bylaws is required, the Elections Director shall consult the Elections Advisor first prior to announcing a decision.

#### *a. Appointment of Elections Team*

The Elections Director shall be appointed by the incumbent President and confirmed by a majority vote of the ASI Board of Directors. 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.

The Elections Director and/or Elections Coordinator(s) may be removed for cause by a two-thirds vote of the ASI Board of Directors.

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.

## **5. CANDIDATE QUALIFICATIONSELIGIBILITY**

~~The general qualifications are required of all ASI candidates and appointed positions:~~ At the time of filing for candidacy and throughout their term, elected ASI student leaders must meet and maintain the requirements outlined below. All students must also be in good standing and must not be on academic or disciplinary probation. Once grades are finalized by the university at the end of a regular semester (fall and spring), eligibility is checked and certified by the Office of the Vice President for Student Affairs. Changes, corrections, or other modifications to grades or academic records must follow standard university process and do not reestablish eligibility. Eligibility can only be reestablished at the completion of the standard university process and after a recheck and certification of eligibility by the Office of the Vice President for Student Affairs. Eligibility requirements established by the CSU system are not able to be suspended by the Board of Directors and ineligibility based on CSU established requirements are not appealable.

#### *a. 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.

b. 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.

c. 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.

d. Faculty or Staff

A student candidate for office may not be a member of the faculty or staff at CSU Fullerton. This does not apply to faculty or staff appointed positions. Graduate assistants shall not be considered faculty or staff.

e. 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.

f. 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.

## 6. ~~SPECIFIC QUALIFICATIONS~~ ELIGIBILITY FOR ASI BOARD OF DIRECTORS

a. Students with Undeclared Majors

A student with an undeclared major may serve on the ASI Board of Directors representing any academic college of their choice. The candidate must declare an academic college for which they intend to run in their Petition for Candidacy.

b. Students with Multiple Majors

A student with multiple declared majors in different academic colleges may serve only one of their academic colleges in which they are enrolled.

c. Students with Minors

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

d. Students Interested in Representing the College of Education

A student interested in representing the College of Education has to either be enrolled in the academic college or be an active member of a club which is a member of the Education Inter-Club Council (EICC).



## 7. CANDIDACY

### a. Filing for Candidacy

To be a candidate a student must submit a "Petition of Candidacy" form declaring to run during an election. Candidates may run for only one elected position during a single election. Candidates must ~~qualify-be eligible~~ to be elected or appointed to any ASI leadership position.

The "Petition of Candidacy" forms will open at least one month before and are due at 5 PM PST the Monday before the Mandatory Candidate Orientation. All deadlines, meetings, and events will be listed on the candidacy form.

The Candidate Orientation time, date, and location shall be stated on the Petition for Candidacy forms. The mandatory candidate orientation must occur at least two weeks prior to the general election.

### b. Write-in Candidates

Write-in candidates are responsible for complying with all provisions of ASI Bylaws and ASI Policy except for attending the Candidate Orientation.

Write-in candidates may run for any one office of their choice for which an election is being held.

Write-in candidates must complete the Petition for Candidacy form and an ASI Conflict of Interest Agreement. All documents must be submitted to the Elections Director before 5:00 PM PST on Tuesday prior to the start of the election.

### c. Verification

The Dean of Students or designee will verify the qualifications of candidates running for office or whom have applied for an appointed position. They will report to the ASI Executive Director concerning the qualifications of all candidates or applicants. The ASI Executive Director will have the responsibility to report any ineligible candidate or applicant set forth in ASI Bylaws, ASI Policy, and/or directives from the Chancellor's Office.

## 8. ENDORSEMENTS

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.

Any club and/or organization receiving sponsorship or funding from ASI shall be prohibited from spending any ASI funds or using any resources to promote or discourage a vote in favor or against any proposition, candidate, or candidate team in any election.

Any unit, body, or office of ASI shall be prohibited from promoting or discouraging a vote in favor or against any proposition, candidate, or candidate team in any election.

## 9. EXPENSES

All candidates must submit an Election Expense Report to the Elections Director. This report must list all expenses and donations: copies of all campaign materials, receipts for expenses, and donated material will be reported at fair market value for the items or services.

Election Expense Reports will be due by 5:00 PM PST on the Tuesday after the election unless otherwise arranged with the Elections Director.

Election Expense Reports will be considered public information.

## 10. VIOLATIONS

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 ASI, threatening the safety of the campus, and violating ASI and CSU Fullerton protocols. Any candidate or candidate team found before the Elections Judicial Council whom violated these Bylaws or ASI Policy shall be subject to consequences.

### a. Class A (Automatic Disqualification) Violations

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 violation of these 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.
- Using CSU Fullerton or ASI 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.
- Intimidating, impeding, threatening, or retaliating against voters, parties of ASI Board of Directors appeals case, Elections Team, Elections Judicial Council members, candidates, potential candidates, or other persons related to the election.
- 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.
- Failing to appear at a formal hearing before the ASI Board of Directors.

### b. Class B (Major) Violations

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 violation of these 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.
- Using CSU Fullerton or ASI 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.
- Repeatedly destroying, defacing, covering, moving or removing from their places, posters, signs, banners, leaflets, or flyers representing student organizations and/or University departments in connection to the election.
- Disseminating information intended to mislead or deceive as to the mechanics of the election or intentionally disseminating information that is objectively and probably false on matters pertaining to the CSU Fullerton or the ASI in connection to the election.
- Willfully violating an order from the Elections Judicial Council.
- 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.
- Actively campaigning or posting campaign materials before the mandatory Candidate Orientation.
- Any Board of Directors candidates from the same college officially or unofficially campaigning together.

- Claiming an endorsement of an individual, group, organization, party, etc. without consent.
- 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.
- Purchasing paid campaign advertising, or soliciting unpaid campaign advertising, in CSU Fullerton or ASI affiliated publication.
- 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.
- Using any means of unsolicited electronic communication "spam" to campaign (electronic mail, phone, message, text, social media). The following are not "Spam":
  - The recipient initiated contact regarding campaign matters through the same communication medium with the author,
  - The recipient gave their contact information for the same communication medium to the author's campaign,
  - The communication is sent through a social network and the recipient has the author as a connection/friend/etc. on the same social network, or
  - 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

c. Class C (Minor) Violations

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 violation of these Bylaws, ASI Policy, CSU Fullerton Policy, State or Federal Law in connection to the election in a way which minimally affects the outcome or integrity of the electoral or judicial processes.
- Using CSU Fullerton or ASI authority, facilities, funds, or resources that are not open to all students for campaign purposes to an extent which minimally affects the outcome or integrity of the election.
- Violating the CSU Fullerton Posting Policy. Refer to Student Life and Leadership for more information.
- Distributing food and/or beverage, with the exception of unopened water bottles and prepackaged snacks.
- 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.
- 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.
- Leaving or posting campaign materials in any campus computer lab or classroom containing computers provided by CSU Fullerton.

## **11. COMPLAINTS**

Complaints regarding elections shall be filed electronically on the ASI Website. The complaint must be submitted with a valid contact phone number or email. Incomplete or anonymous complaints will not be



considered. 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.

Complainant or designee must appear at the Elections Judicial Council meeting or the complaint will be dismissed.

Complaints regarding candidate violations shall be heard by the Elections Judicial Council. Complaints regarding the elections process or Elections Team shall be heard by the Board of Directors.

## **12. ELECTIONS JUDICIAL COUNCIL**

The purpose of the Elections Judicial Council exists to hear all complaints pertaining to the conduct of any candidate and/or candidate team.

The Elections Judicial Council shall establish annually a schedule by the start of the spring semester. The Elections Judicial Council shall be chaired by the Elections Director and shall be comprised of the Elections Coordinators, a member of the ASI Board of Directors, ~~and~~ a member of the Executive Team, ~~and a member of the TSC Board of Trustees~~. All members of the Elections Judicial Council must have Board of Directors confirmation and declare impartiality through the elections cycle.

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.

Complaints of similar nature under the discretion of the Elections Director may be considered together. Once complaints have been ruled on as a violation there may be a penalty associated with it. All violations shall be thoroughly documented by the Elections Director as all violations are subject to appeal to the Board of Directors.

## **13. PENALITIES**

Any violation(s) of the ASI Bylaws or ASI Policy pertaining to an election may result in a penalty 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 Council. Violations are appealable to the ASI Board of Directors.

Result removal from the ballot:

- Failure to meet all deadlines listed on the Petition for Candidacy form, including the mandatory candidate orientation
- Each candidate shall sign an ASI Conflict of Interest Agreement before campaigning may begin
- Each candidate or candidate team who has accrued three strikes of any combination

## **14. APPEALS**

When a formal complaint becomes a violation, by the Elections Judicial Council, any party identified receiving consequences may appeal the decision to the ASI Board of Directors.

Once notified of the appeal, the Board of Directors will conduct a formal hearing at the next Board of Directors meeting. All parties identified will be required to attend the hearing, including a member of the Elections Judicial Council.

An individual shall be exempt from appearing before the ASI Board of Directors if they can show:

- A valid health excuse, out of town commitment, death in the family, employment obligations,
- Exam/paper due twenty-four hours following the case, an academic commitment during the

- meeting time,
- Observance of a religious holy day or ceremony which prevents attendance,
  - Jury duty or mandatory appearance for legal/administrative proceedings during the meeting time, or
  - 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).

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.

## 15. REFERENDUM, SPECIAL ELECTIONS, INITIATIVES, AND RECALL

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.

### a. Referendum

The Board of Directors will be empowered to direct the Elections Director to place certain matters, including constitutional changes or business, before the student body. A majority vote of the Board of Directors shall be sufficient to enact referenda. All referendum shall follow CSU Chancellors Office and CSU Fullerton set guidelines.

### b. Special Elections

Only determined by a majority vote of the Board of Directors. All special elections will be held during a general election whenever possible.

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

- The availability of the voting practices will be identical to that of the most recent previous general election.
- Eligibility requirements shall not change.
- Winners shall be determined by the same method as noted in ASI Policy.
- Candidates shall have the seven (7) consecutive calendar days before voting to campaign.

### c. Initiative Legislation

Initiative legislation from the student body may be submitted to the 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.

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

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

### d. Recall

The President, Vice President, ~~or~~ a member of the Board of Directors, ~~or a member of the TSC Board of Trustees~~ may be removed from the remaining term of office when the following conditions are met:

- A petition stating the desire to remove a Director must be signed by ten percent (10%) of the headcount of the Director's respective academic college. In the case of the President ~~or~~ 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.

- 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.
- If the correct number of signatures is gathered, they must be verified by the Office of the Vice President of Student Affairs.
- If the appropriate number of signatures is verified, the President must call a special election within fifteen (15) legal days.
- The availability of the Voting Practices will be identical to that of the most recent previous general election.
- 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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**DATE APPROVED: 02/12/2019**  
**DATE REVISED: 12/03/2019**



# POLICY CONCERNING ASSET MANAGEMENT

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## PURPOSE

The purpose of the policy is to provide guidance over the asset management of Associated Students, Inc. (ASI). This policy outlines the difference between consumable and non-consumable items and provides details on the disposal and reassignment of property.

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## WHO SHOULD KNOW THIS POLICY

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| <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Budget Area Administrators</li> <li><input checked="" type="checkbox"/> Management Personnel</li> <li><input checked="" type="checkbox"/> Supervisors</li> <li><input checked="" type="checkbox"/> Elected/Appointed Officers</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Volunteers</li> <li><input type="checkbox"/> Grant Recipients</li> <li><input checked="" type="checkbox"/> Staff</li> <li><input type="checkbox"/> Students</li> </ul> |
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## DEFINITIONS

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

Terms	Definitions
<b>Capital Asset</b>	Property of any kind held by ASI including property that is moveable or immovable, tangible or intangible, fixed or circulating.
<b>Non-consumable Items</b>	Items with a useful life of over one year.

## STANDARDS

### 1. FIXED ASSETS CAPITALIZATION AND DEPRECIATION

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

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

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

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

## 2. PROPERTY DISPOSAL AND REASSIGNMENT

The disposal of ASI property shall be subject to the following guidelines:

- The property no longer serves the needs of ASI (outdated, no longer utilized, not cost effective to retain, etc.).
- The property is no longer functional or presents a safety hazard and cannot be repaired in a cost effective manner.
- The property cannot be utilized in another department.

The method of disposal shall be approved by the Executive Director of ASI or designee and may include:

- Donation to a charity or community service organization approved by the ASI Board of Directors ~~or the TSC Board of Trustees.~~
- Public or private offering sale or auction.
- Assignment to a refuse disposal firm.

## 3. NON-CONSUMABLE ITEMS

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

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

### Distribution of Non-Consumable Items

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

At the end of each semester, each program or council will present to the ~~Vice Chair~~/Treasurer a report listing all non-consumable items purchased with ASI funds valued at over \$1,000 during the previous semester. This report should also include information regarding the distribution of each of these items. This report will remain on file in the ASI Accounting Office.

Funded and Funding Councils wanting to purchase non-consumables must receive approval from the ~~Vice Chair~~/Treasurer.

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DATE APPROVED: 05/08/2018

## POLICY CONCERNING BOARD OF DIRECTORS OPERATIONS

### PURPOSE

The following policy has been established in order for the members of Associated Students Inc. (ASI) Board of Directors (Board) to better serve their respective student constituencies and to make sure each member of the Board performs the duties of their position in a thoughtful and responsible manner. ASI is committed to promoting the highest standards of ethical conduct in the performance of its mission. The policy includes expected conduct of Board members, responsibilities and duties of Board members, and an overview of committee and meeting operations.

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## WHO SHOULD KNOW THIS POLICY

- Budget Area Administrators
- Management Personnel
- Supervisors
- Elected/Appointed Officers
- Volunteers
- Grant Recipients
- Staff
- Students

## DEFINITIONS

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

Terms	Definitions
<b>Conflict of Interest</b>	Any involvement financially, through an employment or family connection, with any business, firm, vendor, and/or service doing business with the corporation.
<b>Fraud</b>	The intentional use of deceit, a trick or some dishonest means to deprive another of their money, property or legal right
<b>Defalcation</b>	The withholding or misappropriating funds held for another or failing to make a proper accounting
<b>Corruption</b>	The offering, giving, soliciting, or accepting of an inducement or reward that may improperly influence the action of a person or entity.
<b>Misappropriation</b>	The intentional, illegal use of the property or funds of another person for one's own use or other unauthorized purpose, particularly by a public official, a trustee or a trust, an executor or administrator of a

	dead person's estate or by any person with a responsibility to care for and protect another's asset.
<b>Forgery</b>	The crime of creating a false document, altering a document, or writing a false signature for the illegal benefit of the person making the forgery.

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## STANDARDS

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### 1. BOARD CONDUCT

*a. Non-Conflict of Interest*

In accordance with California Education Code, Sections 5230, 5233, 89906, 89907, 89908 and 89909, all ASI Board of Directors members must submit a Certification of Non-Conflict of Interest Statement as outlined below:

I have read California Education Code Sections 5230, 5233, 89906, 89907, 89908 and 89909, and I am not involved financially, through employment or family connections, with any business, firm, vendor, and/or service bureau doing business with this corporation.

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

This Non-Conflict of Interest Statement shall be submitted at the time a member assumes their official duties. Statements shall be retained in the ASI Administrative Office.

*b. Ethics*

**Introduction**

This code will serve as a minimum guide for ethical conduct and provide guidance and direction for all officers, directors, employees, and volunteers of ASI (collectively referred to herein as members or member) in the performance of their duties or in any context in which they are perceived as representing ASI.

**Laws and Regulations**

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

**Conflict of Interest**

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

Members transacting business or entering into contracts on behalf of ASI must not have any interest, financial or personal, in those transactions or contracts. Should a member have an interest in an organization with who the ASI transacts business, the member must recuse themselves from any negotiation, authorization, or approval of such transactions.



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

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

**Anti-discrimination Policy**

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

**Public Disclosures**

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

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

All official business of ASI done on a personal device may be subject to subpoena.

**Confidentiality**

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

**Respect**

Members must work effectively with coworkers, customers and others by sharing ideas in constructive and positive manner; listening to and objectively considering ideas and suggestions from others, keeping commitments, keeping others informed of work progress, timetables and issues, addressing problems and issues constructively to find mutually acceptable and practical business solutions, addressing others by name, title or other respectful identifier and respecting the diversity of our work force in actions, words and deeds. Members must be able to work effectively within a complex organizational setting and a multi-cultured campus environment. Members must be able to establish and maintain effective, cooperative, and harmonious relationships with students, staff, co-workers, faculty, alumni and the general public.

**Fair Dealing**

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

Members must not disclose a vendor's pricing or business activities to competitors. In the course of business, all members must refrain from any practice that could constitute unfair dealing. At all times, members must be accurate and truthful in all their dealings with vendors, suppliers, and customers and be careful to accurately represent the services and products of ASI.

**c. Fraud**

ASI policy on fraud is established to prepare procedures that will protect ASI, its employees, and assets against losses stemming from illegal activities. ASI has a zero tolerance policy regarding such activities.

ASI forbids the commission of any illegal activity by an officer, director, employee, or volunteer of ASI (collectively referred to herein as members or member).

The management of ASI is responsible for the establishment of procedures designed to prevent and detect fraudulent activity, including but not limited to fraud, defalcation, misappropriation, forgery, and corruption.

**Reporting Responsibility**

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

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

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

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

**Investigating Suspected Fraud**

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

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

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

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

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

Upon completion of the investigation, the Executive Director will file their report with the CSU Fullerton Director of Internal Auditing and the ASI Board of Directors.

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

**Termination**

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

*d. Whistleblower Protection*

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

**Reporting Responsibility**

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

**Reporting Violations**

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

**Handling of Reported Violations**

The Executive Director will notify the sender and acknowledge receipt of the reported violation or suspected violation within one business day. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. If the concern involves an incident of suspected fraud, defalcation, or other irregularity concerning corporate assets, the Executive Director will notify the Chair of the Audit Committee, Chair of the Board of Directors, and the CSUU Fullerton Director of Internal Audit in writing within twelve hours of receipt and work with the ASI Audit Committee until such matter is resolved. All concerns involving the Executive Director shall be directly reported to the CSU Fullerton Risk Manager.

**No Retaliation**

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

**Acting in Good Faith**

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

**Confidentiality**

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

*e. Due Care*

A Director or Executive Officer will be entitled to rely on information, professional opinions, reports or



statements, including financial statements and other financial data, in each case prepared or presented by:

- ASI staff;
- Legal counsel;
- Independent accountants; or
- A committee upon which the board member does not serve.

## **2. TERM OF OFFICE**

Directors shall serve a one-year term, following the general election shall commence June 1 and end the following May 31. Directors elected to fill a vacancy shall serve the remainder of the original term.

### **Resignation of a Director**

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

## **3. RESPONSIBILITIES OF THE BOARD**

### *a. Director Duties and Responsibilities*

**Each Board member shall be required to and held accountable for:**

- Communicate and behave with a high degree of ethics and professionalism, which includes but is not limited to purposefulness and respect.
- Advocate for student concerns from their respective colleges or from CSU Fullerton. Directors will engage the students of their college in discussion about relevant college-specific and/or university-wide concerns.
- Meet with the ASI Board of Directors Chair a minimum of once per semester.
- Meet with their respective college Deans at least once per semester.
- Meet with the ASI Executive Director and ASI Associate Executive Director at least once per semester
- Submit goals to the ASI Board of Directors Chair and the ASI Executive Director at a time near the beginning of the academic year as determined by the Chair
- Update the Vice Chair weekly with a brief report of activities within the committees, commissions, and/or councils that they may sit on
- Attend (prepared and on time) for the entire duration of all meetings of the Board of Directors which take place every Tuesday from 1:15 – approximately 3:45 P.M.
  - Board members are allowed two excused absences per semester.
- Serve on an ASI standing committee and be a liaison to at least one of the following:
  - Association for Inter Cultural Awareness (AICA),
  - Community Service Inter-club Council (CSICC),
  - Sports Club Inter-club Council (SCICC),
  - Mesa Cooperativa,
  - Black Student Union (BSU),
  - Resident Student Association (RSA),
  - Inter Fraternity Council (IFC),
  - National Pan-Hellenic Council (NPHC),
  - PanHellenic Council (PHC), and
  - Multicultural Greek Council (MGC)
  - South West Asian North African ICC (SWANA ICC).
- Attend their college's Inter-club council meetings.
  - If scheduling conflicts arise, the director(s) shall have regular contact meetings with their Interclub council chair, Inter-club council members, and their assistant dean.
- Establish and maintain weekly office hours, at least one hour a week and by appointment.
  - These hours shall be posted on their respective college's bulletin board and outside the Board of Directors' office.
- Report to the Board on issues and concerns from their college.

- Two college reports will be given each week during regularly scheduled Board of Directors meetings beginning the third week of the fall semester. The reports will be given in alphabetical order, with respect to the college's names.
- Responsible for grading ASI scholarship applications during both fall and spring semesters.

**Each Board member shall not:**

- Serve as another elected or appointed position within ASI or as leadership on a funding or funded council.
- Be employed by Associated Students Inc.

**b. Appointments**

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

- The Executive Officers: Chief Campus Relations Officer, Chief Governmental Officer, Chief Communications Officer, and Chief Inclusion and Diversity Officer.
- The Board may remove presidential appointments by a two-thirds vote.
- The Board may override with a two-thirds vote any decision of the ASI President to remove/or replace any presidential appointment.

**c. Attendance**

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

- Excused absences for due cause (as defined in ASI Bylaws Article II Section 4):
  - Absence due to scheduled classes are not excused.
  - For absence to be excused, the Chair must be properly notified, at least twenty-four (24) hours', prior to the meeting unless the Director is physically unable to do so.
- Excusal for an absence with due cause may only be granted by a majority vote of the Board.
- During summer meetings two (2) excused absences shall be computed as one (1) absence toward the record.
- Fall recess, intercession, spring recess, legal holidays, and the last week of instruction shall not be used in computing attendance.
- Absent members shall not have voting privileges nor shall they be counted in quorum.
- Attendance policy for standing committee meetings:
  - If a member's attendance at one standing committee meeting impedes their ability to attend another standing committee meeting, then that member will be excused from the meeting they were unable to attend.
  - Members are responsible for requesting excused absences from standing committee meetings which conflict with other appointments, events, or scheduling.
  - A member may only be counted as absent from a standing committee meeting if that meeting was held during the regular meeting time as stated on the agenda.
  - A member may only be counted as absent from a standing committee meeting if that member properly notified the chair.

**d. Contracts**

The Board may authorize any officer, agent, or Director to enter into any contract or execute any instrument in the name of and on behalf of the Corporation. Such authority is confined to a specific instance; and unless so authorized by the Board of Directors, no officer, agent, Director, or employee will have any power or authority to bind the Corporation by contract or engagement, to pledge its credit, or to render it liable for any purpose of any amount.

- The maximum amount of a contract must be determined by the Board of Directors. No contract shall extend beyond the current fiscal year.
- The ASI Executive Director, as an agent of the Board of Directors, is authorized to execute contracts on behalf of the Board of Directors when contracts are consistent with the budgeted programs or when non-budgeted contracts provide personal benefits to ASI members at no cost to the Board of Directors.

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

#### 4. COMPOSITION AND DUTIES OF ~~SUBBOARD AND COMMITTEES~~

All items brought before the Board should be referred to the proper ~~subboard or~~ committee. Emergency situations, as defined by the Gloria Romero Open Meetings Act, may be immediately acted upon by the Board as defined by the Act. The ~~subboard or~~ committee must report each proposal or resolution, with the exception of the budget, back to the Board within two weeks. The chair of the ~~subboard or~~ committee is responsible for presiding over the meetings and reporting the ~~subboard's or~~ committee's recommendations to the Board.

~~a. Titan Student Centers (TSC) Board of Trustees~~

~~TSC Board of Trustees is delegated power of the ASI 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.~~

~~b.a. General Composition of Committees~~

All ASI Committees must be composed of at least a majority of students. The chairs of ASI committees must be students. The chair and standing liaison members will not be counted when determining if a committee is composed of at least a majority of students. No committee shall consist of two Board members serving from the same college.

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~~b.b. Director Membership on Committees~~

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

- Finance Committee
- Governance Committee
- Audit Committee
- Children's Center Advisory Committee

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

~~b.c. Audit Committee~~

The Audit Committee is a requirement of ASI, in accordance with the Nonprofit Integrity Act of 2004. The committee shall be composed of four (4) directors from the ASI Board of Directors ~~and~~ one (1) member of the ASI Finance Committee, ~~and one (1) voting member of the TSC Board of Trustees~~. The previously stated members must be students, may not be ASI Executives, staff, or unpaid volunteers in an operational position of the organization. No member may serve if they have a financial interest in ASI. Other voting members of the committee shall include two members from the campus community. All members must be approved by the Board of Directors with a majority vote.

The Audit Committee shall ~~convene-meet~~ at least two times annually.

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

The duties of the Audit Committee are as follows:

**General Duties**

The Audit committee has five areas of responsibility:

- To make recommendations to the ASI Board of Directors regarding the selection and retention of the independent auditor. In addition, on behalf of the Board, the Audit Committee may negotiate the compensation of the independent auditor.
- To confer with the auditor to determine on behalf of the Board of Directors that the financial affairs of ASI are in order.
- To review and determine whether or not to accept the audit.
- To ensure that any non-audit services performed by the auditing firm conform to standards of auditor independence.
- To approve the performance on non-audit services by the auditing firm.

#### **Financial Reporting**

At the entrance conference prior to the start of the annual audit, the committee will review the intent and scope of the audit to include:

- Quality of compliance controls
- External reporting requirements
- Materiality
- Risk characteristics

During the audit, the audit committee, along with management and the independent auditor, will review the policies and procedures of ASI in order to reasonably ensure the adequacy of internal controls over administration and accounting, compliance with all governing laws and regulation, and financial reporting.

At the conclusion of the audit, the Audit Committee will meet with the independent auditor, without the presence of management, to review the financial results of the audit prior to its publication and release to the general public.

#### **Annual Report**

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

- Give the opinion of the independent auditor as to the quality of the ASI financial and accounting processes and any recommendations that the independent auditor may have.
- Indicate how any issues described in the management letter are immediately addressed by ASI management.
- Detail discussions with management on the status of implementation of prior year recommendations and corrective plans, if any.
- Evaluate the cooperation received by the independent auditor during its audit, including access to requested information and records.
- Receive comments from management concerning the responsiveness of the auditor to the needs of the operation of the ASI.
- Report on the discharge of the committee's responsibilities.

#### *e.g. Finance Committee*

The Finance Committee shall be composed of no more than four directors and the Board of Directors Treasurer. Finance Committee makes recommendations on financial matters and policy concerning organizational finances. Finance Committee holds hearings on and refers its budget recommendations to the Board. The Board acts on the Finance Committee's recommendations and sends the budget to the University President for approval. The Treasurer will chair the Finance Committee.

The Finance Committee will ~~be held~~meet bi-weekly on Thursdays between 1:15 PM and 3:45 PM during the academic year.

#### *f.e. Governance Committee*



The Governance Committee shall be composed of four directors and the Board of Directors ~~Secretary~~Vice Chair. Governance Committee makes recommendations concerning policy, Bylaws, and the Articles of Incorporation to the Board. Governance Committee is responsible for recommending Director vacancies, and interviewing and recommending applicants for vacant Director positions during the academic term. The ~~Secretary~~Vice Chair will chair the committee.

The Governance Committee will ~~be held~~meet bi-weekly on Thursdays between 1:15 PM and 3:45 PM during the academic year.

#### General Duties

The duties of the Governance Committee are as follows:

- Review and update ASI Policies and Bylaws.
- Recommend vacancy declarations.
- Fill vacancies on the ASI Board of Directors.
- Hear concerns and offer advice and/or resolutions subject to Board approval.

#### Declaring Vacancies

~~The alleged failure of a Director or Officer to:~~

- ~~• Qualify for service;~~
- ~~• Breach standards of conduct; or~~
- ~~• Perform prescribed duties in effect when term began.~~

The alleged failure of a Director or Officer to uphold board conduct standards or perform prescribed duties in effect when the term began, may be formally referred to the Governance Committee by a student, university official, Director, Officer, or the Executive Director to conduct a review.

Recommendations on vacancy declarations shall be sent to the Board for approval. Declaration of vacancy of a Board member or ~~o~~Officers shall create a vacancy to be filled in accordance with ASI policy.

Failure to ~~meet~~maintain eligibility (academic or otherwise) qualifications or attendance requirements result in immediate and automatic declaration of vacancy. Directors may appeal only immediate declarations for attendance (not for eligibility), and must do so by the next regularly scheduled Board of Directors meeting immediately following the Director's removal declaration. Appeals and requests for reinstatement must be submitted in writing. Reinstatement requires a three-fourths vote of the Board of Directors and results in reinstatement. Declarations of vacancy resulting from ineligibility based on CSU established requirements (academic and otherwise) are not appealable.

Requests for reinstatement may only be submitted after eligibility has been reestablished by the Office of the Vice President for Student Affairs. Changes, corrections, or other modifications to grades or academic records must follow standard university process and do not reestablish eligibility. Eligibility can only be reestablished at the completion of the standard university process and after a recheck and certification of eligibility by the Office of the Vice President for Student Affairs. Requests for reinstatement may only be submitted if the position has remained vacant.

#### Filling Vacancies

In the event of a vacant student position on the Board of Directors exists between the election and the end of the second week of classes of the next spring semester the first runner-up shall be offered the position. If they accept, the appointment shall be approved by the Board of Directors. If they do not accept, the position will be offered to the subsequent runner-up.

If there is not an available candidate, the Governance Committee shall recommend a Director for appointment to a majority vote approval by the Board.

- Eligible students for appointment include (where the vacancy exists):
  - o Students declared in the academic college,
  - o Undeclared students,
  - o Students with multiple minors as long as one of the minors is in the academic college,

- o Specifically for the College of Education Directors may also qualify by meeting requirements stated in ASI Policy.

~~g. Board Leadership Review Committee~~

~~The Board Leadership Review Committee shall assess the Chair, Vice Chair, and Treasurer/Secretary of the Board of Directors to determine whether they are adequately fulfilling their duties. The committee shall be composed of four Directors of the Board, Chief Campus Relations Officer, the Faculty Representative, the University President Representative, and the Executive Director or designee. All members must be nominated and approved by the Board of Directors with a majority vote.~~

~~The Board Leadership Review Committee shall convene at least one time annually.~~

~~The Board shall elect one of the four (4) Directors to serve as chair of the committee. Leaders under review may not serve on the committee.~~

~~The elected members of the Board Leadership Review Committee shall be chosen:~~

- ~~• One Director shall be chosen through a bi-annual alternating system and should represent four different colleges:
  - o One Director from each of the colleges serves on the committee on even-numbered years: College of the Arts, College of Communication, College of Humanities and Social Sciences, and College of Natural Science and Mathematics
  - o One Director from each of the colleges serves on the committee on odd-numbered years: Mihaylo College of Business and Economics, College of Education, College of Engineering and Computer Science, and the College of Health and Human Development.
  - o If there is an insufficient number of candidates available in the current year, candidates may be chosen from the alternating year.~~

**General Duties**

The general duties of the Board Leadership Review Committee are as follows:

- ~~• Perform a leadership review of the current Chair, Vice Chair, and Treasurer/Secretary and make a recommendation to the Board
  - o The review and recommendation shall be placed on the Board's agenda as the first order of new business on Week 12.
  - o During the Chair's review the Vice Chair shall lead the meeting.
  - o During the Vice Chair, and Treasurer/Secretary review, the Chair shall lead the meeting.~~
- ~~• The Board of Directors will then vote to either accept or reject the committee's conclusions.~~
- ~~• If the Board of Directors determines that the performance of the Chair, Vice Chair, and/or Treasurer/Secretary has been successful, they shall continue their duties.~~
- ~~• If the Board of Directors determines that the performance of the Chair, Vice Chair, and/or Treasurer/Secretary has been unsuccessful, a new election for that position will take place on the last meeting of the Fall Term.~~

~~h.f. Children's Center Advisory Committee~~

~~The purpose of the Children's Center Advisory Committee, a standing advisory committee of the Board of Directors, is to provide a forum at which all constituents of the Children's Center may discuss issues relating to the operation of the program. The committee offers varied perspectives and expertise to assist the program in fulfilling its mission. The committee must have all appointed positions filled by four weeks after the start of Fall semester of that academic year.~~

The Children's Center Advisory Committee will convene-meet at least three times during the academic year.

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

- The Children's Center budget
- The results of Parent Surveys
- Program quality assessments
- Children's Center strategic and operating plans
- Collaboration with other CSU Fullerton entities and with community entities
- Children's Center Director must bring management issues to the attention of the committee.
- Any member may bring agenda items before the committee.
- In addition, the committee may make recommendations to the University President regarding childcare issues pertaining to faculty and staff as appropriate.
- Other matters pertaining to the Children's Center

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

Voting:

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

Standing Liaison Members:

- Children's Center Director
- ASI Executive Director or designee
- University Chief Financial Officer or designee

*g. Facilities Committee*

The Facilities Committee shall be composed of no more than four directors and the Board of Directors Secretary. The Facilities Committee makes recommendations concerning ASI facility operations, renovations, and improvements, including the Titan Student Union, Student Recreation Center, and Children's Center. The Facilities Committee makes recommendations concerning building operating hours, club space allocations, and facility operating policy. The Secretary will chair the Facilities Committee.

The Facilities Committee will meet monthly during the academic year.

*h. Programs Assessment Committee*

The Programs Assessment Committee shall be composed of no more than four directors and the Board of Directors Secretary. The Programs Assessment Committee reviews and assesses ASI programs and services and provides feedback and recommendations on program improvements. The Programs Assessment Committee makes recommendations on new program offerings and acquisitions for the ASI art collection. The Secretary will chair the Programs Assessment Committee.

The Programs Assessment Committee will meet monthly during the academic year.

## **5. BOARD LEADERSHIP**

*a. Chair*

The Board will elect a Director to serve as Chair. The Chair must be elected at the first meeting in June and serves from that meeting through May 31. The ASI President serves as Chair in absence of the Chair and Vice Chair.

The Chair of the Board of Directors:

- Presides over all Board of Directors meetings

- Appoints each Director to serve on at least one standing committees and act as a liaison no later than three (3) legal business days before the first meeting of the fall and spring semesters, except the Audit Committee, to one of the following:
  - ~~TSC Board of Trustees standing sub-committees;~~
  - ~~ASI-Programming Board;s {~~
  - Association for InterCultural Awareness (~~AICA~~), ~~Productions~~, ~~Titan Tusk Force~~);
  - Funded councils (Inter Fraternity Council, Multicultural Greek Council, National Panhellenic Council, Panhellenic, Resident Student Association); or
  - Funding councils (Black Student Union, Community Service ICC, Mesa Cooperativa, Sports Club ICC, ~~South West Asian North African ICC~~)
- Appoints the required number of Directors on any ASI ad hoc committee
- Schedules ASI promotional events for the Board to carry out after the adjournment of Board Meetings when time permits.
- ASI Board Chair shall be responsible for reinforcing ASI office hours
- Maintains regular communication with the Executive Officers, ~~TSC Board of Trustees Officers~~, and ~~chairs of P~~programming ~~B~~board and ~~AICA~~, and funded, and funding councils
- Directs the work of the Vice Chair, Secretary, and Treasurer
- Has the responsibility to hold the Directors accountable for their goals
- Serves as a standing liaison member to all ASI committees except the Audit Committee ~~and the Board Leadership Review Committee~~
- Chair or designee will serve as representative of the Board of Directors on ~~the TSC Board of Trustees~~, the Student Athletics Advisory Council and the Academic Senate
  - Chair or designee serves for one year or the duration of the position providing they remain a member of the Board of Directors during that period. If the Board of Directors representative is unable to complete the term, the Chair will select a representative to complete the vacated position within ten (10) days after the position is declared vacant
- Chair, working with the Vice Chair, Secretary, and Treasurer and the Director of Leader and Program Development, are 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

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#### **Vacancy of the Chair**

The removal of the Chair will occur by a two-thirds vote of the Board of Directors or in the event that the Chair loses the position as Director.

In the event the Chair should resign, a written notice of resignation must be submitted to the ASI President and Executive Director.

#### **Filling Chair Vacancy**

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

#### **b. Vice Chair**

The Board of Directors will elect a Director to serve as Vice Chair. The Vice Chair will be elected at the first meeting in June and serves from that meeting through May 31. In the event the position is not elected in the June meeting, a special meeting shall be called to fill the position within three weeks.



The Vice Chair of the Board of Directors:

- Presides over Board of Directors meetings in absence of the Chair
- Presides over the Governance Committee and Children's Center Advisory Committee
- Assists the Chair of the Board of Directors
- Has the responsibility for setting guidelines for Director's College Reports and Executive Senate Reports
- Disseminates information about the Directors weekly activities within the committees, commissions, and/or councils that they may sit on
- Assists the Chair of the Board of Directors with enforcing ASI Bylaws and Policies
- Assists the Chair of the Board of Directors in developing a curriculum to be discussed at Board of Directors retreats, additional board development training, and other internal issues related to the Board
- Maintains regular communication with the Board of Directors Chair, the Executive Officers, ~~and the TSC Board of Trustees Officers, and chairs of pP~~ programming ~~b~~Board and AICA, and funded, and funding councils

#### **Vacancy of the Vice Chair**

The removal of the Vice Chair will occur by a two-thirds vote of the Board of Directors or in the event that the Vice Chair loses their position as Director.

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

#### **Filling Vice Chair Vacancy**

In the event of a vacancy in the position of Vice Chair through resignation, removal, recall, ineligibility, or death, a new Vice Chair will be elected at the meeting at which the vacancy is announced.

#### **c. Treasurer/Secretary**

The Board of Directors will elect a Director to serve as Treasurer/~~Secretary~~. The Treasurer/~~Secretary~~ will be elected at the first meeting in June and serves from that meeting through May 31. In the event the position is not elected in the June meeting, a special meeting shall be called to fill the position within three weeks.

The Treasurer/~~Secretary~~ of the Board of Directors:

- Presides over the Finance Committee
- Presents monthly, or as needed, to the Board of Directors a detailed report of the financial conditions of ASI
  - The report will include budget language or financial policy implementation, any outstanding debt owed to ASI, any line item transfers performed by the Treasurer or the Finance Committee, and the current balance of the Contingency Account
- Ensures compliance with the financial policies of ASI
- Reports the fiscal budget recommendations of the Finance Committee ~~and the TSC Board of Trustees~~ to the Board of Directors on or before the first meeting in April of each fiscal year
- Oversees the budget development for the next fiscal year with the assistance of the Executive Director and appropriate ASI staff of Financial Services and maintain regular communication with the student leaders who oversee a budget within ASI
- ~~Certifies all records of the Board of Directors when requested and to execute documents on behalf of the Board as required for legal documents~~
- Assists the Board of Directors Chair in developing a curriculum to be discussed at the Board of Directors mandatory retreats, additional board development training, and other internal issues related to the Board

- Maintains regular communication with the Board of Directors Chair ~~and~~ Executive Officers, ~~and TSC~~  
~~Board of Trustees Officers~~

**Vacancy of the Treasurer/Secretary**

The removal of the Treasurer/Secretary will occur by a two-thirds vote of the Board of Directors or in the event that the Treasurer/Secretary loses their position as Director.

In the event the Treasurer/Secretary should resign, a written notice of their resignation must be submitted to the Chair of the Board of Directors and Executive Director.

**Filling Treasurer/Secretary Vacancy**

In the event of a vacancy in the position of Treasurer/Secretary through resignation, removal, recall, ineligibility, or death, a new Treasurer/Secretary will be elected at the meeting at which the vacancy is announced.

d. Secretary

The Board of Directors will elect a Director to serve as Secretary. The Secretary will be elected at the first meeting in June and serves from that meeting through May 31. In the event the position is not elected in the June meeting, a special meeting shall be called to fill the position within three weeks.

The Secretary of the Board of Directors:

- Presides over the Facilities Committee and the Programs Assessment Committee
- Certifies all records of the Board of Directors when requested and executes documents on behalf of the Board as required for legal documents
- Assists the Board of Directors Chair in developing a curriculum to be discussed at the Board of Directors mandatory retreats, additional board development training, and other internal issues related to the Board
- Maintains regular communication with the Board of Directors Chair and Executive Officers

**Vacancy of the Secretary**

The removal of the Secretary will occur by a two-thirds vote of the Board of Directors or in the event that the Secretary loses their position as Director.

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

**Filling Secretary Vacancy**

In the event of a vacancy in the position of Secretary through resignation, removal, recall, ineligibility, or death, a new Secretary will be elected at the meeting at which the vacancy is announced.

## 6. AGENDAS FOR BOARD MEETINGS

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

### Public Notice

Public notice of regular meetings must consist of the meeting's agenda being posted in locations that are freely accessible to members of the public (pursuant to Education Code Section 89305.5). In addition, it shall be sent electronically and included on the ASI Website.

## 7. PUBLIC SPEAKING TIME

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

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

Public Speaking Time shall consist of a total of fifteen (15) minutes to be divided equally among all public speakers. Those wishing to make use of this time may speak on any agenda item or other topic affecting higher education at the campus or statewide level during the regular Board of Directors' and Committee meetings. Public Speaking Time shall be scheduled before any Business items are considered. Public Speaking Time may be extended by a ruling of the Chair of the Board of Directors/Committee or by an action of the Board of Directors/Committee. Public Speaking Time is set aside for the use of members of the campus community alone, except by special petition to the Chair. Members of the Board of Directors/Committee may briefly respond to comments made or questions posed by public speakers. In no case shall such responses exceed one minute in length, except by special petition to the Chair. For special meetings of the Board of Directors or Committees, a Public Speaking Time shall also be provided, not to exceed fifteen minutes (extendable by ruling of the Chair or action of the Board of Directors/Committee). For those meetings, the public speakers shall be restricted to addressing the items on the agenda. This time shall occur before consideration of the items.

## 8. REGULAR MEETINGS

The Board and all of its committees will 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). The regular meetings throughout the academic year beginning with the first week of instruction, and will be held every Tuesday between 1:15 PM to approximately 3:45 PM. The Board of Directors will hold summer meetings; the times and dates will be decided upon by majority.

The time and location of all regular meetings shall be re-established annually at the first meeting of the academic year (pursuant to Education Code Section (89305.5).

### a. Consent Calendar

The consent calendar is an administrative tool for the Board of Director ~~and TSC Board of Trustees~~ to grant approvals to required items that are routine, procedural, and likely to be noncontroversial. A consent calendar may be presented by the board or committee chair at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed are adopted by general consent without debate. Removed items will be taken up during new business.

### Process

- Items up for consideration on the consent calendar must be provided in advance and distributed with the agenda package in sufficient time to be read by all members prior to the meeting.
- The chair determines whether an item belongs on the consent agenda.
- The chair or designated staff prepares a numbered list of the consent items and distributes it along with the meeting agenda.
- At the beginning of the meeting the chair asks members which items they wish to remove from the consent calendar to be discussed individually.
- If any member requests that an item be removed from the consent calendar, it must be removed and added to new business. Members may request that an item be removed for any reason. They

may wish, for example, to discuss the item, to ask questions about the item, or to hold a vote on the item.

- When there are no more items to be removed, the Chair reads out the numbers of the remaining consent items. Then the Chair states: "If there is no objection, these items will be adopted." After pausing for any objections, the chair states "As there are no objections, these items are adopted." It is not necessary to ask for a show of hands.
- When preparing the minutes, the Recording Secretary includes the full text of the items that were adopted as part of the consent calendar

## **9. CLOSED MEETINGS**

The Board or committees, may hold a closed meeting from which the public is excluded only if it has provided sufficient notice of such meeting and only to consider:

- Negotiations relative to real property.
- Certain litigation pursuant to advice of legal counsel.
- Certain employment matters.
  - An ASI "employee" shall not include any person elected or appointed to office
- Collective bargaining.
- Certain matters relating to a particular employee (unless the employee requests a public hearing).
- To confer with law enforcement officials.
- Such other matters as specifically enumerated in Education Code Section 89307.

Prior to holding any closed meeting, the Board of Directors or committee, shall disclose on its posted agenda and in an open, public, regular meeting the item(s) to be discussed in the closed meeting. No other items shall be considered in the closed meetings. Immediately after any closed meeting it shall reconvene into a public regular meeting prior to adjournment and make disclosure of what actions, if any, were taken in the closed meeting.

## **10. SPECIAL MEETINGS**

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. Special meetings of the Board of Directors may be called by the University President, the Chair, or by a majority of the members. Special meetings of standing committees may be called by the Chair of the committee or by a majority of the members.

## **11. EMERGENCY SITUATIONS AND EMERGENCY MEETINGS**

Action and/or discussion may be taken on an item not appearing on the posted agenda during a regular or special meeting of the Board of Directors only upon a determination by the Board of Directors that an emergency situation exists, pursuant to Education Code section 89305.5;

An "emergency situation" applies only when:

- A work stoppage, or other activity which severely impairs public health, safety, or both exists;
- ii. A crippling disaster that severely impairs public health, safety, or both has occurred.

To determine that an emergency situation exists, two-thirds of the total Board of Directors membership (or if quorum is established, but less than two-thirds are present, a unanimous decision of the members present is necessary) agrees that one of the criteria exists, and that emergency action should be taken. The need for such action must have come to the attention of the Board of Directors after the agenda for the meeting was posted. In the event of an emergency situation, an emergency meeting of the Board of Directors may also be called.

A minimum of one hours' notice shall be provided before such a meeting is called to order. The criteria for when such a meeting may be called shall be identical to that of part 1(a) above, and it must be called by



petition of a majority of the membership of the Board of Directors. If any forms of communication are functioning, the Chair (or designee) shall attempt to contact every member of the Board of Directors, using the most recent contact list available, of the meeting time, location, and topic. The Chair (or designee) shall also perform their due diligence to inform the public, in any way possible, of the meeting.

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

## 12. SPECIAL ASI PARKING PRIVILEGES

The Associated Students Inc. authorizes certain leadership positions Faculty/Staff parking ~~permits~~ access to facilitate easy access to parking areas close to the ASI offices and assure available parking space for officers maintaining a regular schedule of hours devoted to their duties and functions. The following officers shall each receive a Faculty/Staff decal by virtue of their position.

- All student members of the ASI Board of Directors (16)
- ASI President (1)
- ASI Vice President (1)
- ASI Chief Campus Relations Officer (1)
- ASI Chief Governmental Officer (1)
- ASI Chief Communications Officer (1)
- ASI Chief Inclusion and Diversity Officer (1)
- ASI Elections Director (1)
- ASI ~~Productions Administrative Programming Board~~ Directors (24)
- ~~Titan Student Centers Board of Trustees Chair (1)~~
- ~~Titan Student Centers Board of Trustees Vice Chair for Facilities (1)~~
- ~~Titan Student Centers Board of Trustees Vice Chair for Operations (1)~~
- ASI Association for Inter-Cultural Awareness Administrative Chair (1)
- ~~ASI Titan Tusk Force Administrative Director (1)~~

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

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

CSU Fullerton ~~Faculty/Staff P~~arking permits must be purchased from the University ~~Cashiers office~~ at the regular cost by the above-mentioned ~~officers leaders who will each receive a letter from the Dean of Students office giving them permission to purchase a permit.~~

## 13. CHANGES MADE TO THE ASI BYLAWS AND POLICIES

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

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<b>DATE APPROVED:</b>	<b>09/05/2017</b>
<b>DATE REVISED:</b>	<b>05/08/2018</b>
	<b>12/04/2018</b>
	<b>03/26/2019</b>
	<b>05/07/2019</b>

## POLICY CONCERNING COMPOSITION AND DUTIES OF COMMISSIONS

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### PURPOSE

The following policy has been established in order for the members of Associated Students Inc. (ASI) Board of Directors (Board) to better serve their respective student constituencies by referring items brought to the Board to the proper ASI commission. The policy provides an overview of composition and responsibilities of each of the ASI commissions.

**PURPOSE**..... 1

**WHO SHOULD KNOW THIS POLICY**..... 1

**DEFINITIONS**..... 1

**STANDARDS**..... 2

    1. **GENERAL INFORMATION**..... 2

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### WHO SHOULD KNOW THIS POLICY

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Budget Area Administrators</li> <li><input checked="" type="checkbox"/> Management Personnel</li> <li><input checked="" type="checkbox"/> Supervisors</li> <li><input checked="" type="checkbox"/> Elected/Appointed Officers</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Volunteers</li> <li><input type="checkbox"/> Grant Recipients</li> <li><input checked="" type="checkbox"/> Staff</li> <li><input checked="" type="checkbox"/> Students</li> </ul> |
|--|---|

### DEFINITIONS

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

Terms	Definitions
<b>Communications Commission</b>	Commission purpose is to implement strategies, campaigns and events that communicate information about the ASI to the student body and campus community.
<b>Community Engagement Commission</b>	Commission purpose is to connect community members and opportunities from city events and city council meetings to CSU Fullerton's students, clubs, and organizations.

<b>Environmental Sustainability Commission</b>	Commission purpose is to raise awareness of environmental and sustainability issues on campus.
<b>Lobby Corps Commission</b>	Commission purpose is to advocate on behalf of student interest on all levels of governance affecting higher education and other public policy issues.
<b>Presidential Appointee Commission</b>	Commission purpose is to coordinate the development and overseeing students serving on Academic Senate and university-wide Committees.
<b>Social Justice &amp; Equity Commission</b>	Commission purpose is to support social justice initiatives as well as historically marginalized communities to uplift them and work to remove institutional barriers through educational campaigns and advocacy.
<b>University Affairs Commission</b>	Commission purpose is to be proactive in identifying, addressing, advocating for, and resolving campus issues that impact our students.

## STANDARDS

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### 1. GENERAL INFORMATION

*a. All Commissions*

Commissions are charged with leading advocacy, programming, and outreach efforts on behalf of ASI. The ASI President makes recommendations to the Board on the establishment of commissions. The leadership of each commission shall be responsible for facilitating meetings and reporting the commission's activities to the Board. All commissions must report to the Board at least once per semester. In the event a commission member should resign, a written notice of their resignation shall be submitted to the leadership of the commission.

*b. General Composition*

All ASI commissions shall be composed of at least a majority of students. The leadership of ASI commissions must be students. The leadership shall not be counted when determining if a commission is composed of at least a majority of students.

### 2. COMMUNICATIONS COMMISSION

The Communications Commission purpose is to implement strategies, campaigns and events that communicate information about the ASI to the student body and campus community. They do campus outreach to clubs and organizations in order to facilitate collaborations. They also assist with tabling and announcing to organizations on behalf of the ASI

The Communications Commission shall be composed of the following:

- Chief Communications Officer
- Three (3) Coordinators
- Commission members
- At least one (1) member of the Board of Directors
- ~~At least one (1) member of the TSC Board of Trustees~~

The Chief Communications Officer shall lead Communications Commission. . The Coordinators shall be appointed by the ASI President, upon recommendation of the Chief Communications Officer, with approval of the Board.



### 3. COMMUNITY ENGAGEMENT COMMISSION

The Community Engagement Commission purpose is to connect community members and opportunities from city events and city council meetings to CSU Fullerton's students, clubs, and organizations. They shall host community benefiting events, such as clean-ups to show appreciation for the city we dwell in.

The Community Engagement Commission shall be composed of:

- Chief Communications Officer
- Community Engagement Commission Director
- Three (3) Coordinators
- Commission members
- At least one (1) member of the Board of Directors
- ~~At least one (1) member of the TSC Board of Trustees~~

The Community Engagement Commission Director shall lead the commission. The Community Engagement Commission Director and Coordinators shall be appointed by the ASI President, upon recommendation of the Chief Communications Officer, with approval of the Board.

### 4. ENVIRONMENTAL SUSTAINABILITY COMMISSION

The Environmental Sustainability Commission purpose is to raise awareness of environmental and sustainability issues on campus. This shall be done through 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 comprised of:

- Chief Campus Relations Officer
- Environmental Sustainability Commission Director
- Three (3) Coordinators
- Commission members
- At least one (1) member of the Board of Directors
- ~~At least one (1) member of the TSC Board of Trustees~~

The Environmental Sustainability Commission Director shall lead the commission. The Environmental Sustainability Commission Director and Coordinators shall be appointed by the ASI President, upon recommendation of the current Chief Campus Relations Officer, with approval of the Board.

### 5. LOBBY CORPS COMMISSION

The Lobby Corps Commission purpose is to advocate on behalf of student interest on all levels of governance affecting higher education and other public policy issues. This shall be done through educational programs and events about policy issues. The commission will engage students and the campus community in advocacy efforts, facilitate campaigns on issues of student interests, and mobilize support of the campus community and beyond.

The Lobby Corps Commission shall be composed of the following:

- Chief Governmental Officer
- Three (3) Coordinators
- Commission members
- At least one (1) member of the Board of Directors
- ~~At least one (1) member of the TSC Board of Trustees~~

The Chief Governmental Officer shall lead the commission. The Coordinators shall be appointed by the ASI President, upon recommendation of the Chief Governmental Officer, with the approval of the Board.

## 6. PRESIDENTIAL APPOINTEE COMMISSION

The Presidential Appointee Commission purpose is to coordinate the development and oversee students serving on Academic Senate and university-wide Committees. This commission supports students while providing an avenue to enhance educational and interpersonal/campus community with a focus on university-wide advocacy.

The Presidential Appointees Commission shall be composed of the following:

- Chief Campus Relations Officer
- Presidential Appointees Commission Coordinator
- ASI Presidential Appointee per Academic Senate Standing Committees
- ASI Presidential Appointee per university-wide Committees
- At least one (1) member of the Board of Directors
  - ~~At least one (1) member of the TSC Board of Trustees~~

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The Coordinator shall be appointed by the ASI President, upon recommendation of the Chief Campus Relations Officer, with the approval of the Board. Students Representatives are appointed in a joint collaboration between the ASI President and ASI Chief Campus Relations Officer.

## 7. SOCIAL JUSTICE & EQUITY COMMISSION

The Social Justice & Equity Commission purpose is to support social justice initiatives as well as historically marginalized communities to uplift them and work to remove institutional barriers through educational campaigns and advocacy. The commission will be responsible for educational campaigns and collaborative events that advance social justice and equity on campus.

The Social Justice & Equity Commission shall be composed of:

- Chief Inclusion and Diversity Officer
- Social Justice & Equity Commission Coordinator
- Commission members
- At least one (1) member of the Board of Directors
  - ~~At least one (1) member of the TSC Board of Trustees~~
- One (1) faculty member recommended by the Academic Senate Chair

The Chief Inclusion and Diversity Officer shall lead the commission. The Coordinator shall be appointed by the ASI President, upon recommendation of the Chief Inclusion and Diversity Officer, with the approval of the Board.

## 8. UNIVERSITY AFFAIRS COMMISSION

The University Affairs Commission purpose is to be proactive in identifying, addressing, advocating for, and resolving campus issues that impact our students. The commission will assess campus climate by gathering and addressing student feedback and concerns and bringing them forth to the ASI Board of Directors at least once per semester and whenever applicable. University Affairs shall be responsible for informing students of changes that impact their student experience including, but not limited to changes in ASI, the university, and legislation at the city, state and federal level. Lastly, the commission should always serve as a platform for Cal State Fullerton students to voice their concerns.

The University Affairs Commission shall be composed of:

- The Chief Campus Relations Officer
- University Affairs Commission Coordinator
- Commission members
- At least one (1) member of the Board of Directors
  - ~~At least one (1) member of the TSC Board of Trustees~~

The Chief Campus Relations Officer shall lead the commission. The Coordinator shall be appointed by the ASI President, upon recommendation of the Chief Campus Relations Officer, with the approval of the Board.

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**DATE APPROVED: 12/05/2017**  
**DATE REVISED: 03/26/2019**

# POLICY CONCERNING CORPORATE BUDGET

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## PURPOSE

The following policy is to provide guidance over budgeting of goods and services to ensure that all risks are effectively managed on behalf of Associated Students Inc. (ASI). This policy outlines fees, budget guidelines, and general budget timeline. The corporate budget is set during an annual budget allocation. Capital expenditures are approved during an annual request process. See specific procedures for detailed financial processes.

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        b. Associated Students Inc., CSU Fullerton Fees ..... 2

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## WHO SHOULD KNOW THIS POLICY

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- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>■ Budget Area Administrators</li> <li>■ Management Personnel</li> <li>■ Supervisors</li> <li>■ Elected/Appointed Officers</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Volunteers</li> <li><input type="checkbox"/> Grant Recipients</li> <li>■ Staff</li> <li>■ Students</li> </ul> |
|---|---|

## DEFINITIONS

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

Terms	Definitions
<b>Capital Expenditure</b>	A capital purchase is any purchase of a single item or combination of like items with a total value equal to or greater than \$5,000 and an estimated life of greater than one year.
<b>Category I Fee</b>	Systemwide mandatory tuition and other fees that must be paid to apply to, enroll in, or attend the university, or to pay the full cost of instruction required of some students by statute.
<b>Category II Fee</b>	Campus mandatory fees that must be paid to enroll in or attend the university.
<b>Category III Fee</b>	Fees associated with state-supported courses. Specifically for materials and services used in concert with the basic foundation of an academic course offering.



<b>Category IV Fee</b>	Fees, other than Category II or III fees, paid to receive materials, services, or for the use of facilities provided by the university; and fees or deposits to reimburse the university for additional costs resulting from dishonored payments, late submissions, or misuse of property or as a security or guaranty.
<b>Category V Fee</b>	Fees paid to self-support programs such as extended education, Cal State Online extended education offerings, parking and housing including materials and services fees, user fees, fines, and deposits. Self-support programs are defined as those not receiving state general fund appropriations; instead, fees are collected to pay the full cost of a program. Costs of self-support instructional programs include support and development of the academic quality of the university.
<b>Category VI Fee</b>	Systemwide voluntary fees.
<b>Chancellor’s Executive Order</b>	A rule or order issued by the CSU Chancellor for the system to follow
<b>Contingency</b>	A funding source intended to support unexpected or supplemental needs not anticipated during the annual budget process, including new proposals.
<b>Depreciation</b>	The systematic allocation of the cost of a fixed asset over its useful life, which is reflected in the operating statements.
<b>ICSUAM</b>	Integrated California State University Administrative Manual

## STANDARDS

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### 1. CALIFORNIA STATE UNIVERSITY FEES

*a. Background*

The California State University (CSU) Board of Trustees provides policy guidance for all matters pertaining to student fees and has authority for the establishment of Category I to VI fees, and oversight and adjustment of Category I fees, pursuant to the Working Families Student Fee Transparency and Accountability Act (commencing with California Education Code Section 66028).

The CSU Chancellor does not have delegated authority for Category I fees, but the chancellor may approve individual campus tuition fee rates that do not exceed the maximum fee rates established by the CSU Board of Trustees. The inflationary adjustments will not be considered automatic on an annual basis and must have consultation from California State Student Association (CSSA) before any inflationary adjustments are made. The chancellor is the delegated authority for the establishment, oversight and adjustment of Category II, Category III, and Category V (specifically the Cal State Online fees for Extended Education offerings). The chancellor is the delegated authority for the oversight and inflationary adjustment of the Category VI Student Involvement and Representation Fee.

Each university president does not have delegated authority to establish Category I or Category II fees, or to adjust Category I fees. The university president does have limited authority to establish or adjust Category III fees only within a range established by the chancellor as shown in the CSU Chancellor Fee Policy. The university president is the delegated authority for the establishment, oversight and adjustment of Category IV and Category V fees (with the exception of Cal State Online fees for Extended Education offerings), and for the oversight and adjustment of Category II and III fees.

*b. Associated Students Inc., CSU Fullerton Fees*

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

Fees utilized by student body auxiliary organizations must adhere to the Integrated California State University Administrative Manual (ICSUAM) Section 1300 CSU Auxiliary Organizations Compliance Guide and CSU Fullerton President Directives.

*c. Collection and Disbursement*

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 ASI Board of Directors establishes requisite standards and procedures for the administration of such fee funds.

## **2. BUDGET GUIDELINES**

The ASI Operating Budget is set during an annual budget allocation which includes capital expenditures that are approved during an annual request process. The fiscal year is operated from July 1 through June 30 of the subsequent year.

ASI Financial Services manages ASI funds; state and federal appropriations grants and contracts; mandatory student fees; gifts; and income from ASI operations. ASI budget requests are reviewed by the ASI Executive Director for exposure to high-risk liability.

Limitations:

- Firearms, ammunition, alcohol, tobacco, and other items prohibited by CSU policies and applicable laws and regulations are also prohibited by ASI.
- Academic departments or other non-student governed administrative entities are not eligible for ASI funding with the exception of ASI approved partnerships.
- ASI funds may not be used to support or oppose any candidate for political office or ballot measure proposed to the people of California or the United States, per California Education Code Section 89300 and California Code of Regulations Section 42659.
- Sponsored charity or community service organizations awarded ASI funds must be registered nationally as a 501 (c)(3) organization, as per United States federal tax code.
- Only recognized organizations affiliated with funded and funding councils are eligible to receive an ASI budget.

## **3. CAPITAL EXPENDITURES**

Capital expenditures are costs incurred to acquire or construct a capital asset. A capital purchase is any purchase of a single item or combination of like items with a total value equal to or greater than \$5,000 and an estimated life of greater than one year. All capital expenditures approved during the capital request process are subject to ASI Board of Directors approval.

## **4. GENERAL TIMELINE**

The ASI Operating Budget shall be created annually and will include funding for all mandated programs. The development and approval of the budget is as follows.

*a. Fall semester*

During the fall semester ASI budget administrators:

- Assess prior year spending
- Estimate new initiatives
- Prepare and submit a departmental budget projection for the next fiscal year to ASI Financial Services for review by ASI Administration

ASI Treasurer/~~Secretary~~ of the Board of Directors will send out a budget orientation packet by December to all student government and programming entities.

b. *Winter intersession*

During the winter intersession student government and programming entities:

- Collaborate with ASI and organizational advisors to prepare a budget proposal for the next fiscal year.
- Submit their budget proposal to the Treasurer/~~Secretary~~ of the Board of Directors by February 1.
  - Budgets that are not submitted by the deadline may not receive funding.

c. *Spring semester*

During the spring semester:

- The ASI Finance Committee conducts budget deliberations February through March.
- ~~The Titan Student Centers (TSC) Board of Trustees recommends a budget associated with the Titan Student Centers programs to the ASI Board of Directors.~~
- The Treasurer/~~Secretary~~ of the Board of Directors prepares the budget in consultation with the ASI President, Chair of the Board of Directors, Executive Director ~~of Financial Services~~, and ASI Administration.
- The Operating Budget must be approved by the ASI Board of Directors no later than the week following Spring Recess.
- ASI Board of Directors must submit the Operating Budget to the University President by May 1.

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DATE APPROVED:

01/21/2020

DATE REVISED:

01/28/2020

# POLICY CONCERNING EXECUTIVE OFFICERS OPERATIONS

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## PURPOSE

The following policy has been established in order for the Executive Officers of Associated Students Inc. (ASI) to better serve their student constituencies and to make sure each officer performs the duties of their position in a thoughtful and responsible manner. ASI is committed to promoting the highest standards of ethical conduct in the performance of its mission. The policy includes expected conduct and responsibilities and duties of Executive Officers.

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## WHO SHOULD KNOW THIS POLICY

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

## DEFINITIONS

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



Terms	Definitions
<b>Conflict of Interest</b>	Any involvement financially, through an employment or family connection, with any business, firm, vendor, and/or service doing business with the corporation.
<b>Fraud</b>	The intentional use of deceit, a trick or some dishonest means to deprive another of their money, property or legal right.
<b>Defalcation</b>	The withholding or misappropriating funds held for another or failing to make a proper accounting.
<b>Corruption</b>	The offering, giving, soliciting, or accepting of an inducement or reward that may improperly influence the action of a person or entity.
<b>Misappropriation</b>	The intentional, illegal use of the property or funds of another person for one's own use or other unauthorized purpose, particularly by a public official, a trustee or a trust, an executor or administrator of a dead person's estate or by any person with a responsibility to care for and protect another's asset.
<b>Forgery</b>	The crime of creating a false document, altering a document, or writing a false signature for the illegal benefit of the person making the forgery.

## STANDARDS

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### 1. EXECUTIVE OFFICERS CONDUCT

#### a. Non-Conflict of Interest

In accordance with California Education Code, Sections 5230, 5233, 89906, 89907, 89908 and 89909, all ASI Executive Officer members must submit a Certification of Non-Conflict of Interest Statement as outlined below:

I have read California Education Code Sections 5230, 5233, 89906, 89907, 89908 and 89909, and I am not involved financially, through employment or family connections, with any business, firm, vendor, and/or service bureau doing business with this corporation.

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

This Non-Conflict of Interest Statement shall be submitted at the time a member assumes their official duties. Statements shall be retained in the ASI Administrative Office.

#### b. Ethics

##### **Introduction**

This code will serve as a minimum guide for ethical conduct and provide guidance and direction for all officers, directors, employees, and volunteers of ASI (collectively referred to herein as members or member) in the performance of their duties or in any context in which they are perceived as representing ASI.

##### **Laws and Regulations**

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

### **Conflict of Interest**

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

Members transacting business or entering into contracts on behalf of ASI must not have any interest, financial or personal, in those transactions or contracts. Should a member have an interest in an organization with who the ASI transacts business, the member must recuse themselves from any negotiation, authorization, or approval of such transactions.

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

### **Anti-discrimination Policy**

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

### **Public Disclosures**

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

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

All official business of ASI done on a personal device may be subject to subpoena.

### **Confidentiality**

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

### **Respect**

Members must work effectively with coworkers, customers and others by sharing ideas in constructive and positive manner; listening to and objectively considering ideas and suggestions from others, keeping commitments, keeping others informed of work progress, timetables and issues, addressing problems and issues constructively to find mutually acceptable and practical business solutions, addressing others by name, title or other respectful identifier and respecting the diversity of our work force in actions, words and deeds. Members must be able to work effectively within a complex organizational setting and a multi-cultured campus environment. Members must be able to establish and maintain effective, cooperative, and harmonious relationships with students, staff, co-workers, faculty, alumni and the general public.

### **Fair Dealing**

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

Members must not disclose a vendor's pricing or business activities to competitors. In the course of business, all members must refrain from any practice that could constitute unfair dealing. At all times, members must be accurate and truthful in all their dealings with vendors, suppliers, and customers and be careful to accurately represent the services and products of ASI.

## **2. TERM OF OFFICE**

Each officer shall serve for a full year term following the general election which will commence on June 1 and end on the following May 31.

## **3. DUTIES AND RESPONSIBILITIES OF THE PRESIDENT**

Duties and responsibilities of the President:

- Executes the resolutions and policies pass by the Board of Directors
- Submits a budget proposal to Finance Committee of the Board of Directors on or before the second meeting in March of each fiscal year
- Presides over the Board of Directors in the event the Board has not elected a Chair or Vice Chair, until a Chair or Vice Chair has been elected
  - In serving as Chair, the President will not be eligible to vote
- President or designee will chair the Instructionally Related Activities (IRA) committee
- President or designee will serve as a voting member on the CSU Fullerton Academic Senate
- Serves as a voting or non-voting member on the California State Student Association (CSSA) Board of Directors
- Maintains communication with all CSU Fullerton's partners and Auxiliaries.
  - President or designee will serve as a board member or ASI representative on university board they are invited to
  - This may include: President's Advisory Board, California State University, Fullerton Philanthropic Association, Alumni Association, and Auxiliary Services Corporation
- Maintains relationships 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
- President shall be a standing liaison officer of all ASI committees except the Audit Committee
- Formal President Actions will be taken through Executive Orders
- Performs all duties in ASI Bylaws and ASI Policy concerning the ASI President
- Establishes and maintains weekly office hours which commits enough time to adequately fulfill duties in addition to meeting with students
  - At least one hour a week and by appointment

### **a. Executive Appointments**

The President will appoint all positions that receive financial awards, scholarships, or any other material compensation for service. These appointments are subject of approval by the majority of the Board of Directors. The President has the authority to remove any or all executive appointments.

### **Vacancy of the position of President**

In the event the President should resign, a written notice of resignation must be submitted to Vice President, Chair of the Board of Directors, and the Executive Director.

### **Abandonment of the position of President**

The office of the President is considered abandoned if the President is absent and non-communicative for more than five business days without notice to the Vice President, Chair of the Board of Directors, or the Executive Director. Position abandonment is grounds for declaration of vacancy and shall be filled in accordance to ASI Policy.

### **Filling a vacancy of the position of President**

In the event of a vacancy in the office of President, the vacancy shall be filled by the Vice President who shall appoint a new Vice President subject to approval by a majority vote of the Board of Directors.

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 Board of Directors approval.

## 4. DUTIES AND RESPONSIBILITIES OF THE VICE PRESIDENT

Duties and responsibilities of the Vice President:

- In the event of the absence or inability of the President, the Vice President performs all duties of the President and will have all the power of and be subject to all the restriction of the President
- Fulfills all duties and responsibilities that are assigned by the President, ASI Bylaws, and ASI Policy concerning the Vice President
- Has the responsibility to regularly inform the Board of Directors of their official activities
- Promotes ASI Scholarships program, oversee the review of submitted applications, and award students
- Oversees ASI programs:
  - Association for InterCultural Awareness ~~and Programming Board, Production, Street Team Commission, and Titan Tusk Force~~
- Chairs the Executive Senate ~~Committee~~
- Vice President shall be a standing liaison officer of all ASI committees except the Audit Committee.
- Has the responsibility for the recognition of student leaders within ASI
- Establishes and maintains weekly office hours which commits enough time to adequately fulfill duties in addition to meeting with students
  - At least one hour a week and by appointment

### Vacancy of the position of Vice President

In the event the Vice President resigns, a written notice of the resignation must be submitted to the President, Chair of the Board of Directors, and the Executive Director.

### Abandonment of the position of Vice President

The office of the Vice President is considered abandoned if the Vice President is absent and non-communicative for more than five business days without notice to the President, Chair of the Board of Directors, or the Executive Director. Position abandonment is grounds for declaration of vacancy and shall be filled in accordance to ASI Policy.

### Filling a vacancy of the position of Vice President

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 Board of Directors.

## 5. DUTIES AND RESPONSIBILITIES OF THE CHIEF CAMPUS RELATIONS OFFICER

Duties and responsibilities of the Chief Campus Relations Officer:

- Has the responsibility to regularly inform the Board of Directors of their official activities
- Fulfills all duties and responsibilities that are assigned by the President, ASI Bylaws, and ASI Policy concerning the Chief Campus Relations Officer
- Maintains correspondence with CSU Fullerton Provost, Academic Senate Chair, Chief of Staff of the President and the Vice President of Student Affairs
- Maintains correspondence within on-campus issues and the campus climate
- Leads the University Affairs Commission and is responsible for facilitating on-campus advocacy initiatives
- Makes recommendations to the President to appoint students to university-wide committees and search committees
- Oversees the President Appointee Commission
- Oversees the Environmental Sustainability Commission
- May serve as the President's designee for the CSU Fullerton Academic Senate
- ~~Serves on the Board Leadership Review Committee~~
- Establishes and maintains weekly office hours which commits enough time to adequately fulfill duties in addition to meeting with students
  - At least one hour a week and by appointment



**Vacancy of the position of Chief Campus Relations Officer**

In the event that the Chief Campus Relations Officer should resign, a written notice of their resignation must be submitted to the President, Vice President, and the Executive Director.

**Abandonment of the position of Chief Campus Relations Officer**

The office of the Chief Campus Relations Officer is considered abandoned if the Chief Campus Relations Officer is absent and non-communicative for more than five business days without notice to the President, Vice President, or the Executive Director. Position abandonment is grounds for declaration of vacancy and shall be filled in accordance to ASI Policy.

**Filling a vacancy of the position of Chief Campus Relations Officer**

In the event of a vacancy in the office of the Chief Campus Relations Officer, the President shall appoint a Chief Campus Relations Officer subject to approval by a majority vote of the Board of Directors.

**6. DUTIES AND RESPONSIBILITIES OF THE CHIEF COMMUNICATIONS OFFICER**

Duties and responsibilities of the Chief Communications Officer:

- Has the responsibility to regularly inform the Board of Directors of their official activities
- Fulfills all duties and responsibilities that are assigned by the President, ASI Bylaws, and ASI Policy concerning the Chief Communications Officer
- Maintains correspondence with CSU Fullerton Strategic Communication and Brand Management Department and Government Relations Department
- Has the responsibility to effectively communicating and distributing ASI initiative through multiple media outlets
- Has the responsibility for ASI public relations in conjunction with ASI Communication and Marketing Department
- Oversees the Communications Commission and the Community Engagement Commission
- Establishes and maintains weekly office hours which commits enough time to adequately fulfill duties in addition to meeting with students
  - At least one hour a week and by appointment

**Vacancy of the position of Chief Communications Officer**

In the event that the Chief Communications Officer should resign, a written notice of their resignation must be submitted to the President, Vice President, and the Executive Director.

**Abandonment of the position of Chief Communications Officer**

The office of the Chief Communications Officer is considered abandoned if the Chief Communications Officer is absent and non-communicative for more than five business days without notice to the President, Vice President, or the Executive Director. Position abandonment is grounds for declaration of vacancy and shall be filled in accordance to ASI Policy.

**Filling a vacancy of the position of Chief Communications Officer**

In the event of a vacancy in the office of the Chief Communications Officer, the President shall appoint a Chief Communications Officer subject to approval by a majority vote of the Board of Directors.

**7. DUTIES AND RESPONSIBILITIES OF THE CHIEF GOVERNMENTAL OFFICER**

Duties and responsibilities of the Chief Governmental Officer:

- Has the responsibility to regularly inform the Board of Directors of their official activities
- Fulfills all duties and responsibilities that are assigned by the President, ASI Bylaws, and ASI Policy concerning the Chief Governmental Officer
- Maintains correspondence with CSU Fullerton Government Relations Department and local, state, and federal elected officials and government agencies

- Conducts in-district lobby visits to the Fullerton Delegation
- Leads the Lobby Corps Commission
- May be appointed by the President as the voting or non-voting member of the California State Student Association (CSSA) Board of Directors
- Establishes and maintains weekly office hours which commits enough time to adequately fulfill duties in addition to meeting with students
  - At least one hour a week and by appointment

**Vacancy of the position of Chief Governmental Officer**

In the event that the Chief Governmental Officer should resign, a written notice of their resignation must be submitted to the President, Vice President, and the Executive Director.

**Abandonment of the position of Chief Governmental Officer**

The office of the Chief Governmental Officer is considered abandoned if the Chief Governmental Officer is absent and non-communicative for more than five business days without notice to the President, Vice President, or the Executive Director. Position abandonment is grounds for declaration of vacancy and shall be filled in accordance to ASI Policy.

**Filling a vacancy of the position of Chief Governmental Officer**

In the event of a vacancy in the office of the Chief Governmental Officer, the President shall appoint a Chief Governmental Officer subject to approval by a majority vote of the Board of Directors.

## **8. DUTIES AND RESPONSIBILITIES OF THE CHIEF INCLUSION AND DIVERSITY OFFICER**

Duties and responsibilities of the Chief Inclusion and Diversity Officer:

- Has the responsibility to regularly inform the Board of Directors of their official activities
- Fulfills all duties and responsibilities that are assigned by the President, ASI Bylaws, and ASI Policy concerning the Chief Inclusion and Diversity Officer
- Maintains correspondence with CSU Fullerton Diversity Initiatives & Resource Centers Department, Human Resources, Diversity and Inclusion Programs (HDRI) Division, WoMen's and Adult Reentry Center, Veterans Resource Center, Male Success Initiative, Disability Support Services, and any camps departments that serve historically marginalized communities
- Facilitates on-campus social justice advocacy initiatives, such as the Roundtable Project
- Leads the Social Justice & Equity Commission
- Assess programming practices within ASI to ensure values of diversity, inclusion, equity, and social justice components are properly upheld
- ASI President's designee on Academic Senate Diversity and Inclusion Committee, President's Commission on Equity and inclusion (PCEI), and other campus working groups
- Assists the Chair of the Board of Directors, ASI President, and Leader and Program Development to ensure cultural competency, social justice, identity, and ally trainings are included in student leadership trainings
- Assists the Board of Directors in assessing policy to ensure they are serving values of diversity, inclusion, equity, and social justice
- Establishes and maintains weekly office hours which commits enough time to adequately fulfill duties in addition to meeting with students
  - At least one hour a week and by appointment

**Vacancy of the position of Chief Inclusion and Diversity Officer**

In the event that the Chief Inclusion and Diversity Officer should resign, a written notice of their resignation must be submitted to the President, Vice President, and the Executive Director.

**Abandonment of the position of Chief Inclusion and Diversity Officer**

The office of the Chief Inclusion and Diversity Officer is considered abandoned if the Chief Inclusion and

Diversity Officer is absent and non-communicative for more than five business days without notice to the President, Vice President, or the Executive Director. Position abandonment is grounds for declaration of vacancy and shall be filled in accordance to ASI Policy.

**Filling a vacancy of the position of Chief Inclusion and Diversity Officer**

In the event of a vacancy in the office of the Chief Inclusion and Diversity Officer, the President shall appoint a Chief Inclusion and Diversity Officer subject to approval by a majority vote of the Board of Directors.

**9. DUTIES AND RESPONSIBILITIES OF THE PRESIDENT-ELECT**

Duties and responsibilities of the President-elect:

- Presents the presidential appointments that require confirmation from the incumbent ASI Board of Directors by the final meeting of the year

**Vacancy and Filling of the President-elect and Vice President-elect**

In the event of a vacancy in the office 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 Board of Directors.

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 Board of Directors.

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**DATE APPROVED: 03/19/2019**

## POLICY CONCERNING EXECUTIVE SENATE

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### PURPOSE

The following policy has been established with the intention of providing continuity of ASI policies and procedures throughout the Executive Senate's Funded/Funding Councils. Members of the Executive Senate shall inform their Funded/Funding Councils of these guidelines to ensure compliance.

The purpose of the Executive Senate is to provide a line of communication between ASI and the Funded/Funding Councils. Executive Senate trains leaders on ASI financial policies, procedures, and leadership. This is to ensure ASI is kept informed about the opinions of other student leaders regarding issues, finances, and activities of the Funded/Funding Councils. Executive Senate should be a resource for the Funded/Funding Councils, assisting them in their activities, and a means to encourage cooperation and collaboration among the Funded/Funding Councils.

**PURPOSE** .....1

**WHO SHOULD KNOW THIS POLICY** .....1

**DEFINITIONS**.....1

**STANDARDS**.....2

    1. EXECUTIVE SENATE COMPOSITION .....2

    2. DELEGATED AUTHORITY OF FUNDING COUNCILS.....2

    3. EXECUTIVE SENATE REQUIREMENTS.....3

    4. DEVELOPMENT OF NEW FUNDING OR FUNDED COUNCILS.....4

### WHO SHOULD KNOW THIS POLICY

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Budget Area Administrators</li> <li><input checked="" type="checkbox"/> Management Personnel</li> <li><input checked="" type="checkbox"/> Supervisors</li> <li><input checked="" type="checkbox"/> Elected/Appointed Officers</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Volunteers</li> <li><input type="checkbox"/> Grant Recipients</li> <li><input checked="" type="checkbox"/> Staff</li> <li><input checked="" type="checkbox"/> Students</li> </ul> |
|--|---|

### DEFINITIONS

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

Terms	Definitions
<b>Executive Senate</b>	Meeting of the leadership of all student-run councils and programs that ASI funds intended to provide a line of communication between the leadership of the ASI and the programs and councils.
<b>Funded/Funding Councils</b>	Any student organization or council receiving funds from ASI.
<b>Funded Council</b>	A council granted a budget allocation to use, but not allocate to other member organizations
<b>Funding Council</b>	A council granted a budget to both use and allocate to other member student organizations.



# STANDARDS

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## 1. EXECUTIVE SENATE COMPOSITION

The purpose of the Executive Senate is to provide a line of communication between the leadership of the ASI and the programs and councils. The Executive Senate should also be a resource for programs and councils, assisting them in their activities, and a means to encourage cooperation and collaboration among the groups.

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

The ASI Executive Senate is composed of the leadership of all student-run councils funding by ASI (Funded/Funding Councils).

The funding councils of Executive Senate are:

- Arts Inter-Club Council (AICC)
- Black Student Union (BSU)
- Business Inter-Club Council (BICC)
- Communications Inter-Club Council (CICC)
- Community Service Inter-Club Council (CSICC)
- Education Inter-Club Council (EICC)
- Engineering & Computer Science Club Inter-Club Council (ECSICC)
- Health and Human Development Inter-Club Council (HHDICC)
- Humanities & Social Sciences Inter-Club Council (HSSICC)
- Mesa Cooperativa
- Natural Sciences & Mathematics Inter-Club Council (NSMISS)
- Southwest Asian North African ~~Council~~ Inter-Club Council (SWANA ICC)
- Sports Club Inter-Club Council (SCICC)

The funded councils of Executive Senate are:

- Inter-Fraternity Council (IFC)
- Multicultural Greek Council (MGC)
- National Panhellenic Council (NPHC)
- Panhellenic Council
- Resident Student Association (RSA)

The ASI Vice President and the Board Treasurer/~~Secretary~~ shall report to the Executive Senate on behalf of the Executive Officers and, Board of Directors, ~~and TSC Board of Trustees~~ at each meeting.

## 2. DELEGATED AUTHORITY OF FUNDING COUNCILS

### *a. Authority and Responsibilities of Funding Councils*

Funding Councils have been delegated authority by ASI to review and evaluate the allocation requests submitted by their respective member organizations and to determine the amount of funds to allocate to each of them. As a condition for being delegated this authority, each Funding Council must meet the following requirements:

- Funding Councils must have bylaws or constitutions that provide voting rights in which each member organization receives one and only one vote.
- Councils must make persistent efforts to notify each college association and other member organizations of the commencement of the annual allocation request process

- Councils can deny the participation of an organization in the allocation process because the organization failed to meet the good standing requirements set forth under the constitution of the Council
- Councils must establish and diligently observe deadlines by which allocation requests from member organizations must be submitted
- Each Council's deliberation process must provide an opportunity for member organizations to present and defend their allocation requests to the Council
- Councils must maintain records of their allocation deliberations and record their allocations in the minutes provided to ASI

### **3. EXECUTIVE SENATE REQUIREMENTS**

#### ***b. Attendance for Executive Senate Meetings***

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

Upon a Funded/Funding Council's first unexcused absence from Executive Senate meetings, the Chair of the Funded/Funding Council shall be issued a warning letter from the ASI Executive Vice President informing them that they are in violation of ASI Policy and are required to submit any required reports.

Upon a Funded/Funding Council's second unexcused absence, The Chair, Financial Officer, and Advisor of said Council or Program will be required to meet with the Vice President to explain their situation and be notified of the possible consequences if a third absence occurs.

Upon a Funded/Funding Council's third unexcused absence, ASI will freeze the remaining budget of the council in question. Reinstatement of allocated funds will only occur after approval from the ASI Finance Committee and Board of Directors.

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

#### ***c. Budget Reports***

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

#### ***d. Reports to the ASI Board of Directors***

Each Funded/Funding Council or Program is required to give a written and/or verbal report on all its activities to the Board of Directors a minimum of once per semester as a funding requirement. This report may be given by the Funded/Funding Council or Program's Chair or a designated representative. The report need not be given by the same person every time; however, it is the responsibility of the Funded/Funding Council or Program's Chair to ensure that someone attends the Board of Directors meeting to give the verbal report on the dates required. The Chair of the Board of Directors will issue a list of the dates for the Funded/Funding Council and Program's reports at the beginning of each semester. Regarding the written and verbal reports, each Funded/Funding Council's representative should be prepared to answer any questions the Board of Directors poses, including questions about its business, budget, and expenditures to that point. Should the representative be unable to answer one or more questions, they shall be responsible for ensuring that the requested information is provided (via telephone or email) to the Chair of the Board of Directors and the Vice President prior to the next week's Board of Directors meeting.

#### ***e. Attendance for Reports to the ASI Board of Directors***

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

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

The report shall be rescheduled for the following Board of Directors meeting. The Vice President shall issue a warning letter to the Chair of the Funded/Funding Council or Program informing them that they are in violation of ASI Policy. The Chair, Financial Officer, and Advisor of said Council or Program shall meet with the Vice President to explain their situation and be notified of the action that will be taken upon a second absence.

If a Funded/Funding Council or Program fails to appear and give its rescheduled report, the Board Treasurer/Secretary will freeze the remaining budget of council in question. Reinstatement of allocated funds will only occur after approval from the ASI Finance Committee and Board of Directors.

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

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

## **4. DEVELOPMENT OF NEW FUNDING OR FUNDED COUNCILS**

*a. Application for Funding*

In the event that a grouping of student organizations would like to apply for funding as a funding or funded council with ASI, the group must complete an application by October 1<sup>st</sup>. The application will be made available on the ASI website by the start of the fall academic semester.

This grouping of student organizations must declare itself as an umbrella organization with Student Life and Leadership during the student organization re-registration process.

The submitted application will be provided to the ASI Governance Committee for review and if approved, that council will be added to this policy.

*b. Post-Application Review*

After approval, the council will work with respective staff to develop and/or amend their bylaws or constitution to reflect the requirements identified in any related policies.

*c. Initial Budget Request and Allocation*

After approval, the new council will participate in the annual budget allocation process identified with the ASI Finance Committee.

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**DATE APPROVED: 11/28/2017**  
**DATE REVISED: 04/30/2019**  
**12/01/2020**

# POLICY CONCERNING FUNDRAISING

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## PURPOSE

This policy clarifies all fundraising activities under the auspices of the Associated Students, Inc. (ASI), a 501(c) (3) corporation chartered by the State of California. The policy outlines the acceptance of gifts to programs of ASI. Additionally, the policy provides guidance on Camp Titan fundraising and public relations expenditures.

**PURPOSE**..... 1

**WHO SHOULD KNOW THIS POLICY** ..... 1

**DEFINITIONS** ..... 1

**STANDARDS** ..... 2

**1. FUND-RAISED DOLLARS**..... 2

**2. ASI DONATIONS**..... 2

**3. GIFTS ACCEPTANCE BY THE CORPORATOIN**..... 2

**4. CAMP TITAN FUNDRAISING**..... 3

**5. PUBLIC RELATIONS EXPENDITURES**..... 4

## WHO SHOULD KNOW THIS POLICY

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- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>■ Budget Area Administrators</li> <li>■ Management Personnel</li> <li>■ Supervisors</li> <li>■ Elected/Appointed Officers</li> </ul> | <ul style="list-style-type: none"> <li>■ Volunteers</li> <li>■ Grant Recipients</li> <li>■ Staff</li> <li>■ Students</li> </ul> |
|---|---|

## DEFINITIONS

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

Terms	Definitions
<b>Fund-Raised Dollars</b>	Monies fundraised by a program of ASI.
<b>ASI Donations</b>	Monies spend to support important charitable events, community service organizations, and other worthy social cause of CSUF clubs and organizations.
<b>Gifts</b>	A donation given by an individual, group, or corporation to a program or service of ASI.
<b>Camp Titan</b>	Summer camp program for children from disadvantaged and/or low income backgrounds from the Orange County and surrounding area operated by ASI. Camp Titan is the official philanthropy of ASI.

## STANDARDS

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### 1. ASI DONATIONS

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

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

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

### 2. GIFT ACCEPTANCE BY THE CORPORATOIN

A gift is a donation given by an individual, group, or corporation to a program or service of ASI. Gifts may be either solicited or unsolicited. On acceptance, gifts become the property of ASI and shall be used only for the benefit of ASI programs or services. Where appropriate, gifts must be utilized in compliance with donor restrictions.

Only gifts, bequests, devices, endowments, trusts, and similar funds which are designated for the use of ASI may be considered for acceptance. Gift(s) must comply with all ASI and CSUF policies.

The ASI Executive Director, or designee, is authorized to accept gifts or related funds and instruments designated by the donor or grantor for purposes and uses approved by the Board of Directors ~~or Board of Trustees~~. The ASI Executive Director may make recommendations to the Board for its acceptance when there are custodial, maintenance, or other costs related to the receipt of a gift.

The ASI Executive Director or designee is required to present a written report to the Board of Directors ~~or Board of Trustees~~ upon receipt of any gift. On behalf of the board, the Executive Director shall exercise



its public trust in making final decisions for the acceptance of all gifts and grants and for any exception to its policies and guidelines. ASI shall accept only those gifts the transference and implementation of which shall be deemed consistent with the public laws and/or regulations of the United States and the State of California.

The board shall determine that gifts to the ASI are evidence of philanthropic intent and that the donor's philanthropy is in accord with the stated mission and goals of the ASI. The purpose is to prevent ASI from being an object of philanthropic intent for either designed or innocent avoidance of taxes, prejudiced purposes, or evaluation of gifts without objective and experienced evaluation.

ASI reserves the right to refuse any gift that is not consistent with its mission. In addition to and without limiting the generality of, the following gifts will not be accepted by the ASI:

- Gifts that violate any federal, state, or local statute or ordinance
- Gifts that involve unlawful discrimination based upon race, religion, gender, sexual orientation, age, national origin, color, disability, or any other basis prohibited by federal, state, and local laws
- Gifts that contain unreasonable conditions (e.g., a lien or other encumbrance) or gifts of partial interest and property
- Gifts that are financially unsound
- Gifts that could expose the ASI to adverse publicity, litigation, or other liabilities

In order to avoid conflicts of interests or appearances thereof, officers, directors, and employees are prohibited from accepting gifts, gratuities, or prizes from vendors, suppliers, or others with whom they have contact as a course of business. This prohibition is consistent with Conflict of Interest certification and policies of the ASI. The Associated Students, Inc. Executive Director shall report to the Board of Directors those gifts which have been accepted.

### **3. FUND-RAISED DOLLARS**

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

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

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

### **4. CAMP TITAN FUNDRAISING**

All off-campus Camp Titan fundraising projects shall be conducted under the direct supervision of the ASI Leader and Program Development Director. All on-campus Camp Titan fundraising projects shall be subject to prior approval by the ASI Leader and Program Development Director. Camp Titan fundraising authorization shall only be granted to recognized student organizations. The organization shall complete the Report of Income and Expenses of Fundraising Activities by recognized student organizations and abide by fundraising procedures of ASI Leader and Program Development. If the fundraiser is advertised and intended to solely benefit Camp Titan, the organization shall donate a minimum of 100% of their project's net profits to Camp Titan as reported on the Report of Income and Expenses of Fundraising Activities by recognized student organizations.

If the fundraiser is to benefit more than one organization including Camp Titan, the organization will publicly state the percentage split as reported on the Report of Income and Expenses of Fundraising Activities by recognized student organizations. The minimum amount of net proceeds for Camp Titan shall be 50%.

## **5. PUBLIC RELATIONS EXPENDITURES**

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

### **Solicitation**

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

### **Allowable Expenditures**

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

### **Accounting Control**

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

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**DATE APPROVED: 05/08/2018**

# POLICY CONCERNING INVESTMENTS AND RESERVES

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## PURPOSE

The Associated Students Inc. (ASI) is entrusted with the management and operation of a number of vital student activity and campus service programs, including the Titan Student Union, the Student Recreation Center, and the Children's Center. Critical to the management of a comprehensive program like ASI is effective long-term financial planning. At the direction of the California State University's Chancellor, auxiliary organizations such as ASI are required to establish and maintain adequate reserve funding. These reserves are intended to meet the potential and anticipated business and operational needs of ASI. The purpose of the policy is to provide guidance on the accumulation and maintenance of reserves and the implementation of investment practices that provide for the growth and security of these designated funds. Additionally, the policy sets standards for continual financial support for the Children's Center, interest earned on ASI restricted scholarship accounts, and deposit of ASI Funds/Investments and signing authority.

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## WHO SHOULD KNOW THIS POLICY

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Budget Area Administrators</li> <li><input checked="" type="checkbox"/> Management Personnel</li> <li><input checked="" type="checkbox"/> Supervisors</li> <li><input checked="" type="checkbox"/> Elected/Appointed Officers</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Volunteers</li> <li><input type="checkbox"/> Grant Recipients</li> <li><input checked="" type="checkbox"/> Staff</li> <li><input type="checkbox"/> Students</li> </ul> |
|---|--|

## DEFINITIONS

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

Terms	Definitions
<b>Associated Students Fund</b>	The Associated Students Fund is maintained to account for all financial resources derived from the mandatory Associated Student Body fee.
<b>Diversification</b>	A risk management technique that mixes a wide variety of investments within a portfolio.
<b>Equities</b>	An instrument that signifies an ownership position, or equity, in a corporation, and represents a claim on its proportionate share in the corporation's assets and profits.
<b>Local Reserves</b>	Reserves maintained within the financial records and accounts of Associated Students Inc.
<b>Reserves</b>	Funds held for future use by the organization
<b>Retained Earnings</b>	The accumulated net income retained for reinvestment in a business.
<b>Socially Responsible Investing</b>	An investment strategy which seeks to consider both financial return and social/environmental good to bring about a positive change.
<b>Titan Student Centers Fund</b>	The Titan Student Centers Fund is maintained to account for all financial resources derived from the

Terms	Definitions
	mandatory Campus Union (Student Body Center) fee.
<b>University-Held Reserves</b>	Reserves maintained on behalf of the Titan Student Centers within the financial records and accounts of the California State University, Fullerton.
<b>Working Capital</b>	The assets of a business that can be applied to its operation. The amount of current assets that exceeds current liabilities.

## STANDARDS

### 1. CORPORATE INVESTMENTS

*a. Finance Goals and Investment Objectives*

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

**Financial Goal:** Real growth of principal and income

**Risk Tolerance:** Moderate

**Time Horizon:** Long term to perpetual

**Tax Status:** Exempt

**Investment Objective:** Growth and Income

*b. Socially Responsible Investing*

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

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

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

*c. Guidelines for Investments*

Assets of retirement funds will at all times be managed in compliance with all standards of the Employees Retirement Income Security Act. Invested funds will be managed on a total rate of return basis. Total rate of return consists of dividends, interest and any net increase/decrease in market value of the securities for the fiscal year. Distributions may be taken from income, principal or both. Risk shall be managed on an overall portfolio basis rather than by the security concerns of the individual security. Funds shall always be managed in such a manner as to protect principal from the impact of short and long-term inflation. Sufficient liquidity shall be maintained to accommodate necessary distributions.

*Diversification*

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

*d. Asset Allocation*

Guideline asset allocation target and ranges are as follows:



	<u>Range</u>	<u>Target</u>
Cash	00 - 30%	05%
Fixed Income	30 - 60%	35%
Equity	30 - 70%	60%

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

*Allowable Investments*

Investment vehicles shall be limited to the following:

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

e. Direction for Plan Portfolio Securities

*Equities*

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

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

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

*Fixed Income Securities*

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

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

f. Guidelines for Transactions

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

g. Monitoring of Objectives and Performance

All objectives and policies are in effect until modified by the Investment Committee who will review them with the investment manager at least annually for continued appropriateness. If at any time, the investment manager believes that any policy guideline inhibits investment performance, they shall communicate this view to the Investment Committee.

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

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

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

## **2. INVESTMENT OF WORKING CAPITAL FUNDS**

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

- Safety and protection of funds.
- Appropriate liquidity of funds
- Maximum return on invested funds

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

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

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

## **3. CHILDREN'S CENTER INVESTMENT ACCOUNT**

### *a. Goals and Objectives*

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

### *b. Investment and Administration*

The Children's Center Investment Account shall be actively managed pursuant to this policy. The ASI Board of Directors empowers the Investment Committee to review status, accountability, and requests for withdrawals at regular meetings established at least semi-annually.

### *c. Purpose of Investment Committee*

For the Children's Center Reserve, the Investment Committee shall:

- Review and evaluate investments made by an active investment manager,
- Select, annually, an investment manager,
- Evaluate and forward to the ASI Board of Directors its approval or disapproval of all withdrawal requests,
- Report annually to the ASI Board of Directors the status and projections of the financial condition of the Children's Center Reserve and assess and evaluate the projected capital needs of the Children's Center.

## **4. RESTRICTED SCHOLARSHIP INVESTMENT ACCOUNTS**

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

*a. Interest Earned on ASI Restricted Scholarship Accounts*

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

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

## **5. DEPOSIT OF ASI FUNDS/INVESTMENTS AND SIGNING AUTHORITY**

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

## **6. RESERVES**

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

The establishment and maintenance of fully funded, board-designated reserves is a high priority. The purpose of these reserves is to ensure the stability of the mission, programs, employment, and ongoing operations of ASI. Reserves are intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, or the occurrence of catastrophic events. Reserves will be maintained for both the Associated Students fund and the Titan Student Centers fund as indicated below. The Board of Directors bases this policy on generally accepted good business practices and requirements for adequate reserves and capital as required in the Education Code, Section 89904 (b).

## **7. ASSOCIATED STUDENTS RESERVES**

The following reserves will be maintained in the financial records and accounts of the Associated Students fund and will be funded from retained earnings. In the event any of the following reserves fall below their targeted reserve levels, the shortfall must be eliminated within a minimum of five years, with at least one fifth of the deficit balance being funded in the each of the fifth subsequent years' operating budgets, until the reserve is restored to the target balance. Modifications to this funding plan must be proposed by the Executive Director and approved by the Board of Directors no later than the last meeting of the fall semester.

*a. Reserve for Catastrophic Events*

The Reserve for Catastrophic Events will be maintained to satisfy insurance deductibles and self-insured retentions for possible claims made against the Associated Students. This reserve will be funded at an amount equivalent to the total cost of all specified deductibles and required retentions indicated in the annual "Summary of Insurance" provided by the California State University Risk Management Authority (CSURMA).

*b. Reserve for Equipment Replacement*

The Reserve for Equipment Replacement will be maintained to provide a funding source for the emergency replacement of furniture and equipment not funded in the annual operating budget of the Associated Students. This reserve will be maintained at an amount equivalent to the projected amount of depreciation expense for the coming fiscal year. This reserve will also be used to accumulate funds budgeted for capital expenditures that were not utilized in a given fiscal year.

*c. Reserve for Loss of External Funding*

The Reserve for Loss of External Funds will be maintained to provide for the organized transfer or termination of programs funded by multi-year grants and contracts in the event that a grant or contract is eliminated, cancelled, or not renewed. The target level for this reserve will be an amount equivalent to 50% of the total revenue received from all grants and contracts as reported in the most recent audited financial statements of the Associated Students fund.

*d. Reserve for Working Capital*

The Reserve for Working Capital will be maintained to provide cash on hand to meet operating expenditures during those times when expenditures may precede revenue. This reserve will be maintained at a level not to exceed 25% of the prior year's income from operations.

*e. Reserve for Children's Center*

The Reserve for Children's Center will be maintained to insure there are funds for future repairs, replacements, and operation of the Children's Center physical structures, hardscape, and landscape, as well as the replacement of furniture, fixtures and equipment. The target for this reserve is to reach \$2,000,000 and to maintain at least that balance in perpetuity to meet the future projected capital expenses of the Children's Center. This objective may be increased as reevaluated by the Investment Committee and approved by the majority of the ASI Board of Directors.

## **8. TITAN STUDENT CENTERS RESERVES**

*a. Local Reserves*

The following reserves will be maintained in the financial records and accounts of the Titan Student Centers fund and will be funded from retained earnings. In the event any of the following reserves fall below their targeted reserve levels, the shortfall must be eliminated within a minimum of five years, with at least one fifth of the deficit balance being funded in the each of the five subsequent years' operating budgets, until the reserve is restored to the target balance. Modifications to this funding plan must be proposed by the Executive Director and approved by the Board of Directors no later than the last meeting of the fall semester.

*Reserve for Equipment Replacement*

The Reserve for Equipment Replacement will be maintained to provide a funding source for the emergency replacement of furniture and equipment not funded in the annual operating budget of the Titan Student Centers. This reserve will be maintained at an amount equivalent to the projected amount of depreciation expense for the coming fiscal year. This reserve will also be used to accumulate budgeted capital expenditures not utilized in a given fiscal year.

*b. University-Held Reserves*

The Titan Student Centers Reserve Funds are governed under Executive Order 994, Critical Requirement Reserves, which states the campus is responsible for developing reserve policies that, at a minimum, address major maintenance, renovation projects, working capital, capital development for new projects, and catastrophic events. The establishment of the following reserves is intended to provide a mechanism for the maintenance and application of the TSC funds held by the University in a prudent and sustainable manner.

*Reserve for Economic Uncertainty*

The Reserve for Economic Uncertainty will be maintained to help manage the consequences of cyclical state recessions and to support year-to-year consistency in the operations of the Titan Student Union and Student Recreation Center. The target level for this reserve is to accumulate a minimum of three months, and a maximum of six months, of the annual operating budget for the TSU and SRC.

*TSC Repair and Replacement Fund*

The TSC Repair and Replacement Fund is established to provide for facility repairs and replacement of equipment and to provide a funding source for emergency and long-term repairs, deferred maintenance, and possible future expansion of Titan Student Centers facilities, which if entirely funded from an annual operating budget, would result in a significant deficit. Annual transfers will be made to this reserve at a minimum level of 5% of prior year's revenue from mandatory student fees.

*TSC Catastrophic Fund*

TSC Catastrophic Fund provides funding in the event of unanticipated events that may negatively impact operation of the TSC. Such a catastrophe could be the result of a natural disaster to structures, or damage to campus infrastructure that could result in temporary reduction in enrollment. The catastrophic fund should be maintained at a level equal to approximately 10% of the insurable value of TSC facilities, which would allow the organization to cover the deductible payment in case of a catastrophic event.

## **9. FUNDING RESERVES**

Unless otherwise specified above, funding for reserves will be derived primarily from retained earnings. Should retained earnings be insufficient to fund reserves at the levels prescribed above, an allocation must be included in the following year's operating budget to add to the reserves. As determined appropriate by the Board of Directors, earnings from projected operations, student fees, and interest income may be designated to fund reserves. Allocations from the operating budget to reserves must continue until minimum target levels are reached.

## **10. ANNUAL REVIEW OF RESERVE FUNDING**

*a. Associated Students Reserves*

Annually, following the independent audit, the Executive Director will submit recommendations for reserves funding and use to the Finance Committee for approval.

Upon approval from the Board of Directors, the reserves will be recorded into separate accounts on the financial records of ASI.

*b. Titan Student Centers Reserves*

Annually, during the budget process, the ~~ASI~~ Executive Director will submit recommendations for reserves funding and use to the ~~Titan Student Centers Board of Trustees~~ Finance Committee for approval.

Upon approval from the ~~Titan Student Centers Board of Trustees and subsequently the~~ Board of Directors, the reserves will be recorded into separate accounts on the financial records of the TSC at the beginning of each fiscal year.

Expenditures from reserve accounts not identified during the annual budget process require the ~~Titan Student Centers Board of Trustees~~ Finance Committee's and subsequently the Board of Directors' approval prior to implementing transactions.

Per CSU Chancellor's Office Executive Order 994, at a minimum of once every three years, each campus shall conduct an in-depth review to assess the adequacy of the reserves and the campus reserve policies



applicable to the projects funded by debt, and shall make necessary adjustments and changes to account for changing conditions. For Major Maintenance and Repair/Capital Renovation and Upgrade Reserves, the reviews should include formal studies of facility systems and necessary funding levels to cover all aspects of cost of replacement through the reserve-funding plan.

## **11. USE OF RESERVES**

The Executive Director and staff will identify the need for use of reserves and confirm that the use is consistent with the purpose of the reserves as described in this policy. This will include an analysis of the reason for any shortfall, the availability of any other sources of funds before using reserves, and an evaluation of the time period that the funds will be needed and replenished.

### *a. Authority to Use Reserves*

The Executive Director, in consultation with the Board of Directors, is delegated authority to use reserves for emergency projects requiring immediate attention. The use of reserves will be reported to the Board of Directors at their next scheduled meeting, accompanied by a description of the analysis and determination of the use of funds and plans for replenishment to restore the reserve fund to the target minimum amount. The use of reserves for any other purpose will require the approval of the Board of Directors by a 2/3 majority vote.

### *b. Reporting and Monitoring*

The Executive Director is responsible for assuring that reserves are maintained and used only as described in this Policy. Upon approval for the use of reserves, the Executive Director will maintain records of the use of funds and plans for replenishment, if required. The Executive Director will provide regular reports to the Board of Directors on the progress made toward restoring reserves to their target minimum amount, if required.

## **12. ADMINISTRATION**

The Executive Director is responsible for the administration, revision, interpretation, and application of this policy. This Policy will be reviewed by the Board of Directors at a minimum of every three years, or sooner if warranted by internal or external events or changes. Changes to the Policy will be recommended by the Executive Director to the Board of Directors. Any changes to the reserve target levels or to the methods for funding the reserves will require a 2/3 majority vote of the Board of Directors.

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<b>DATE APPROVED:</b>	<b>05/08/2018</b>
<b>DATE REVISED:</b>	<b>10/06/2020</b>

# **POLICY CONCERNING CORPORATE PROCUREMENT**

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## **PURPOSE**

The following policy is to provide guidance over corporate procurement of goods and services to ensure that all risks are effectively managed on behalf of Associated Students Inc. (ASI). This policy outlines procurement guidelines, capital expenditures, contracts, corporate credit cards, purchase orders, corporate travel, and hospitality. Corporate procurement is set on an annual budget and capital requests allocations.

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## **WHO SHOULD KNOW THIS POLICY**

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

## **DEFINITIONS**

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

Terms	Definitions
<b>Capital Expenditures</b>	A capital purchase is any purchase of a single item or combination of like items with a total value equal to or greater than \$5,000 and an estimated life of greater than one year.
<b>Encumber</b>	To set aside.
<b>General Provision</b>	Specific minimum terms and conditions to which a contractor must agree in order to provide to ASI.
<b>Hospitality</b>	Hospitality includes the provision of meals or light refreshments, provision of gifts, awards, and promotional materials.
<b>Members</b>	Student leaders and professional staff.
<b>Purchase Order</b>	A commercial document and first official offer issued by a buyer to a seller indicating types, quantities, and agreed prices for products or services.
<b>Student leaders</b>	Student representatives on the ASI Board of Directors, <del>TSC Board of Trustees</del> , and the Executive Officers.

## STANDARDS

### 1. PROCUREMENT GUIDELINES

Associated Students Inc. shall follow all procurement guidelines set by the Integrated California State University Administrative Manual (ICSUAM) Section 5000 Contracts and Procurement and CSU Fullerton President Directives.

*a. General Restrictions*

All procurement purchases include these following restrictions:

- Any Information Technology (IT) equipment must be approved by the Director of Administration before annual budget or capital request allocations.
- Any chemicals purchased must have prior approval by the ASI Chief Engineer, who will ensure the purchase adheres to CSUF Environmental Health and Safety's Hazardous Materials Procurement procedures.

*b. Limitations*

- Firearms, ammunition, alcohol, tobacco, and other items prohibited by CSU policies and applicable laws and regulations.
- Hospitality or other expenditures for personal celebrations such as birthdays, weddings, showers, anniversaries, Administrative Professionals Day, or other similar non-university- sponsored events.
- Any good or service not included in the annual budget.
- Any goods or services for personal use.
- Any goods or services not allowable in the CSU system.

See the Procurement Procedures for further guidelines and restrictions not outlined in this policy.

### 2. CAPITAL EXPENDITURES

Capital expenditures are costs incurred to acquire or construct a capital asset. A capital purchase is any purchase of a single item or combination of like items with a total value equal to or greater than \$5,000 and an estimated life of greater than one year. All capital expenditures approved during the capital request process are subject to ASI Board of Directors approval.

### 3. CONTRACTS

Contracts are legally binding agreements and must be signed only by the Executive Director or designee. ASI contract template may not be used by clubs, organizations, or CSU Fullerton departments due to specific language binding only for ASI and the contracted artist(s), performer(s), or vendor(s). Student clubs or organizations are legal entities under CSU Fullerton through the registration and recognition process.

a. Conflict of Interest

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

Members transacting business or entering into contracts on behalf of ASI must not have any interest, financial or personal, in those transactions or contracts. Should a member have an interest in an organization with who the ASI transacts business, the member must recuse themselves from any negotiation, authorization, or approval of such transactions.

b. Artists, Performers, or Vendors

ASI has approved contract templates to be used for vendors, artists and performers that provide a service. The contract outlines specific terms, liability and insurance requirements, and other expectations of the artist, performer, or vendor.

c. W-9

The purpose of the W-9 form is to record the tax identification number or social security, along with the name and address of an individual or business that the ASI pays for services rendered. A W-9 must be collected from all entities that receive payments for services rendered. When payments for services rendered are \$600 or more during a tax year it is reported to the Internal Revenue Service (IRS) and a Form 1099-Misc will be issued to the individual or business.

d. Independent Contractors

Independent contractors are self-employed, individuals, or businesses that performs work for another party at a specified rate. An individual who is an independent contractor is not an employee for any business. A contractor does the work stated within the contract and once the job is finished, their association to the organization is concluded.

The worker is free from control and direction of the hiring entity in connection with the performance of the work, both under the contract for performance of the work and in fact; the worker performs work that is outside the course of the hiring entity's business; and the worker is customarily engaged in an independently established trade, occupation, or business.

### 4. CORPORATE CREDIT CARDS

Corporate credit cards are assigned only to full-time staff and certain student leaders of the Corporation. Student leaders of the Corporation eligible to be issued, for corporate uses, a credit card include: ASI President, Chief Governmental Officer, and Chair of the Board of Directors, ~~and Chair of the TSC Board of Trustees~~. Full-time staff may be eligible for a corporate credit card with Department Director approval. Assignment of corporate credit cards must be approved by the ASI Executive Director or designee.

All corporate credit cards shall have an established credit limit that must not be exceeded. Users must submit original receipts by the established monthly deadline to ASI Financial Services with appropriate request for payment forms. Full-time staff may request an increase in credit limit by submitting in writing the justification to the Director of Financial Services Executive Director or designee. Failure to submit monthly payment requests with original supporting documentation in a timely manner, or abuse of credit card privileges may result in disciplinary action.

The ~~Director of Financial Services~~ Executive Director or designee will review the list of users and spending limits annually.

*a. Prohibited Uses of the Card*

The following transactions are prohibited:

- Cash Advances
- All other prohibited uses outlined in this Policy and ASI Procurement Procedures

*b. Termination or Revocation*

Failure to comply with this policy may result in temporary or permanent revocation of the corporate credit card. The following are additional reasons a credit card will be revoked:

- Abuse of spending limit
- Outstanding receipts of sixty (60) days or more

A cardholder who has had their privileges revoked must submit their credit card to the Director of ASI Financial Services within seventy-two (72) hours. The Director of Financial Services Executive Director or designee and respective Department Director are responsible for initiating this process of revocation and reinstatement.

## 5. PURCHASE ORDERS

A purchase order (PO) is a legal binding contract between ASI and a vendor. Purchase orders verify that a purchase is authorized and funds are encumbered from an appropriate account to pay the vendor(s) once the goods and/or services have been provided. A PO should be used when a vendor requires an advance guarantee of payment. A PO is not required when an artist(s), performer(s), or vendor(s) is contracted for their services.

## 6. CORPORATE TRAVEL

ASI staff and student leaders may have the opportunity to travel on behalf of the organization. Travel on behalf of the organization shall be undertaken in the most cost-effective manner. All travel must be approved by the Executive Director or designee prior to travel arrangements. All travel arrangements must be administratively reviewed and approved prior to travel to ensure costs are reasonable, commensurate with the area, and consistent with the nature and purpose of the program.

Travel funding provided under this policy cannot be used for or in connection with travel to international destinations outside of the United States or its territories or for travel to states, regions, territories, and/or other destinations prohibited by ASI, CSUF, CSU, State of California, or Federal regulations.

Further details about reimbursement and limitations are outlined in the ASI Procurement Procedures.

*a. Student Leader Travel*

All student leaders who travel must complete a Travel Liability Waiver Form prior to departure to comply with CSU Chancellor's Office Executive Order 1041.

Each student leader who travels on behalf of the organization must complete both a written and in person report on their experience upon return.

- The written report must be submitted within two weeks of return. The written report should be a minimum of 350 words summarizing the topics, panels, and speakers the student attended sessions for and what the student learned from the sessions and how the information will be brought back to CSUF and benefit the student's organization and campus as a whole.
- The in-person report must be given to ~~either~~ the Board of Directors ~~or the TSC Board of Trustees~~ covering the content of the event and how it will benefit ASI and campus as a whole.

*b. Professional Staff Travel*



ASI staff members may only travel on behalf of the organization if it is related to the duties of their position and encompasses professional development.

## **7. HOSPITALITY**

Hospitality must be in accordance with Chancellor's Office, CSU Fullerton guidelines, and ASI Procurement Procedures. When purchases are made in accordance with CSU hospitality guidelines the coordinating campus's hospitality form must be completed and retained by ASI Financial Services. Further limitations are outlined in the ASI Procurement Procedures.

Food and beverage expenses for meetings that occur on a regular or frequent basis are not permitted. Only infrequent meetings (meetings that occur no more than 12 times per year) are allowed to have food and/or beverage expenses as long as it serves a business purpose.

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<b>DATE APPROVED:</b>	<b>04/23/2019</b>
<b>DATE REVISED:</b>	<b>09/22/2020</b>

## POLICY CONCERNING SOCIAL MEDIA

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### PURPOSE

The purpose of the Associated Student Inc. (ASI) Social Media Policy is to provide guidelines regarding the way ASI student and professional staff use official ASI social media accounts. Social media is defined as “online technologies that allow people to share content, opinions, insights, experiences, perspectives, and media itself.”<sup>14</sup>

Social media has become an essential communication tool, which has been widely adopted by CSU Fullerton students, faculty, staff, and alumni. In an effort to stay connected to these groups, ASI has incorporated social media into its communication strategy. ASI utilizes social media for a variety of purposes, including: creating brand awareness, promoting ASI events and initiatives, obtaining student feedback, providing constituent service, and supporting the university’s mission and goals.

The lack of reference to any specific social media tools within this policy does not imply that they are exempt from the rules and regulations set forth.

The ASI social media policy applies to all ASI student leaders, student staff and volunteers, and professional staff who are authorized to create social media content on behalf of ASI. These individuals are expected to adhere to ASI’s Social Media Policy, mission statement, and code of conduct.

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### WHO SHOULD KNOW THIS POLICY

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|--|--|
| <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 checked="" type="checkbox"/> Student    |

<sup>1</sup> Jim Tobin, *Social Media is a Cocktail Party*. (North Carolina: Ignite Social media, 2008), 13.

## STANDARDS

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### 1. ACCESS

Access to ASI social media accounts will be granted and monitored by the Associate Director of Marketing, Communications, & Design and the Associate Executive Director. This oversight, includes the ability to add or remove authorized accounts and account users.

The Associate Director of Marketing, Communications, & Design will be responsible for overseeing authorized account users and designating them to develop social media content. All social media content will be approved by the Associate Director of Marketing, Communications, & Design prior to public posting. The Chief Communications Officer and the Communications Commissions coordinators are expected to abide by the rules and regulations set forth in this policy and is authorized to post content in line with ASI expectations and values.

ASI social media account credentials (e.g., usernames, passwords) will be maintained by the Associate Director of Marketing, Communications, & Design. Authorized account users will be given access to this information with the expectation that the login credentials are confidential and not to be shared with others. No changes to the username or password of any ASI social media account will be made by anyone other than the Associate Director of Marketing, Communications, & Design. These changes will be made per academic year or when necessary.

The Associate Director of Marketing, Communications, & Design and the Associate Executive Director reserve the right to delete any content (e.g., tweet, photo, video) that is grammatically incorrect, including typos or incorrect information, is unrelated to ASI programs or services, does not represent ASI's voice, includes profanity, derogatory, or combative language and/or images, or does not otherwise comply with ASI's brand identity and corporate policy.

The creation of new and/or elimination of existing ASI related social media accounts will be handled by the Associate Director of Marketing, Communications, & Design in consultation with the Associate Executive Director and Chief Communications Officer. Any requests for new ASI related social media accounts will be directed to the Associate Director of Marketing, Communications, & Design. The only official ASI social media accounts are @asicsuf and @titanrecreation.

### 2. PROTECTION OF CONFIDENTIAL INFORMATION

ASI personnel (e.g., administrators, staff, students, volunteers, interns) are prohibited from using official ASI or personal social media accounts to disclose confidential, non-public, ASI information. This includes but is not limited to financial and employment information.

In order to respect the privacy and confidentiality of ASI employees, students, and partners, account administrators should obtain consent before mentioning specific individuals or organizations by name in any social media post.

Sharing confidential or proprietary university information of third parties via ASI social media accounts is prohibited.

ASI social media accounts may not be linked to third party services without consulting ASI Information Technology and obtaining approval from the Associate Director of Marketing, Communications, & Design or the Associate Executive Director.

### 3. RULES AND REGULATION

When using ASI social media accounts, account administrators must remember that all content is a representation of ASI.

When discussing ASI related information (e.g., business, programs, employees) on personal social media

accounts, account administrators must make it known that the opinions are those of the account holder and do not reflect the views of ASI. This can be accomplished by a simple statement highlighting that the content in the post does not necessarily reflect the views of ASI. When in doubt, account administrators should consult the Associate Director of Marketing, Communications, & Design or the Associate Executive Director.

When using any ASI social media account, account administrators should refrain from reporting, speculating, or commenting on any university or ASI related topics, policies, operations, or personalities that could be considered sensitive, confidential, or disparaging.

The creation or deletion of ASI related social media accounts/pages is prohibited without the approval of the Associate Director of Marketing, Communications, & Design and Associate Executive Director.

Account administrators must respect laws governing copyright and copyrighted materials (e.g., photos, designs, text). Appropriate credit to the original author/creator. When in doubt, the source of the original content should be cited.

Social media graphics for ASI events must be created by the ASI Marketing & Design Department. Individuals and groups are prohibited from creating their own graphic and applying the ASI logo to it. Social media graphic requests are to be submitted to Marketing & Design Department (see section 6).

The ability for a third party to post on any ASI page (e.g., Facebook) will be disabled during ASI elections. Individuals running for office and their supporters are prohibited from campaigning through the use of any ASI controlled social media accounts.

#### **4. SOCIAL MEDIA POSTING REQUIREMENTS AND BEST PRACTICES**

Careful review should be given before posting to any ASI social media account. Account administrators should consider whether or not the content may be polarizing or controversial. When in doubt, account administrators should consult the Associate Director of Marketing, Communications, & Design or the Associate Executive Director.

Responses to comments, posts, mentions, and direct messages should be done in a timely manner and with accurate information. Account administrators should consult the Associate Director of Marketing, Communications, & Design with questions on appropriate responding techniques.

Account administrators must be respectful. Comments that express viewpoints in opposition to the original post should be met with a response when they are relevant to the original post. User comments that are contributed with the intent to illicit a negative response from the original poster and do not add to the discussion should not receive a response. The only comments that should be deleted are those that use profanity or are otherwise disparaging of individuals or groups. When in doubt, account administrators should consult the Associate Director of Marketing, Communications, & Design.

The Marketing & Design Department will post social media content requested through the Social Media Content Request Form as part of marketing efforts for ASI departments and ASI programming. The Chief Communications Officer and Communications Commission will post content related to student government (e.g., Executive Officers, Board of Directors, ~~Board of Trustees~~, ~~eC~~ommissions) efforts as well as ASI and campus event coverage via Instagram stories, Instagram live, and other social media tools.

#### **5. ANALYTICS**

The Marketing & Design Department and Chief Communications Officer will track social media analytics for reporting to the Board of Directors ~~and TSC Board of Trustees~~ as needed.

## **6. SOCIAL MEDIA CONTENT REQUESTS**

Requests for social media content (e.g., text, photo, video) will be managed by Marketing & Design Department upon receipt of a completed Social Media Request Form. Social media requests for student government and commission efforts should be directed to the Chief Communications Officer and Communications Commission.

Social media requests will be scheduled using social media scheduling software such as Buffer or similar. The Associate Director of Marketing, Communications, & Design and the Chief Communications Officer have access to this software. Marketing & Design will coordinate with the Chief Communications Officer and the Communications Commission in regards to social media content scheduling.

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**DATE APPROVED: 05/09/2017**  
**DATE REVISED: 04/30/2019**



# POLICY CONCERNING STUDENT APPOINTMENTS

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## PURPOSE

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The policy outlines student appointments to committees and commissions of ASI, the Academic Senate, and University Committees. This policy is designed to fill Board of Directors seats vacated due to resignation, recall, ineligibility, or death. The policy provides direction on presidential appointments requiring approval by the ASI Board of Directors and eligibility for all ASI leadership positions.

PURPOSE .....	1
WHO SHOULD KNOW THIS POLICY .....	1
STANDARDS.....	1
1.    PRESIDENTIAL APPOINTMENTS .....	1
2.    PRESIDENTIAL APPOINTMENTS APPROVAL BY THE BOARD OF DIRECTORS.....	1
3.    ELIGIBILITY FOR ASI LEADERSHIP POSITIONS .....	2

## WHO SHOULD KNOW THIS POLICY

---

- |  |  |
|--|--|
| <input type="checkbox"/> Budget Area Administrators            | <input 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 checked="" type="checkbox"/> Students |

## STANDARDS

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### 1. PRESIDENTIAL APPOINTMENTS

All student appointments to Committees and Commissions shall be Presidential Appointments. This does not include the appointment of members of the Board of Directors to Board Committees. All student appointments to Academic Senate Committees and university-wide Committees shall be Presidential Appointments. Exceptions shall be made when the Academic Senate Committee or university-wide Committee has established specific appointment guidelines. All Presidential Appointments of this nature must be enrolled and in good standing at the time of appointment. Failure to meet and maintain these qualifications will result in ineligibility for appointment.

### 2. PRESIDENTIAL APPOINTMENTS APPROVAL BY THE BOARD OF DIRECTORS

Paid appointments requiring approval by the Board of Directors shall require a copy of the Presidential Appointee's application be submitted to each Board member prior to the meeting in which the Presidential Appointee's approval appears on the agenda.

The following information shall be contained in a data sheet attached to the application.

- The number of applications received for the position.
- Those involved in the interviewing process.

- A short summary of the position for which the person is being approved.

A list of committee appointee(s) must be posted at least three (3) working days before potential appointees can actively participate in their respective Committees. Posting areas shall include, but are not limited to, ASI Executive Offices and/or a posting area of the ASI.

Every other week the ASI President must submit to the membership a list of all vacancies that require a Presidential appointee. The above mentioned list of Presidential appointments shall be distributed via posting in the ASI Executive Offices and/or a posting area of the ASI.

### **3. ELIGIBILITY FOR ASI LEADERSHIP POSITIONS**

At the time of filing for candidacy or application for a leadership position and throughout their term, the following ASI student leaders must meet and maintain the requirements outlined below. All students must also be in good standing and must not be on academic or disciplinary probation. Once grades are finalized by the university at the end of a regular semester (fall and spring), eligibility is checked and certified by the Office of the Vice President for Student Affairs. Changes, corrections, or other modifications to grades or academic records must follow standard university process and do not reestablish eligibility. Eligibility can only be reestablished at the completion of the standard university process and after a recheck and certification of eligibility by the Office of the Vice President for Student Affairs. Eligibility requirements established by the CSU system are not able to be suspended by the Board of Directors and ineligibility based on CSU established requirements are not appealable.

#### **Unit Load**

Undergraduate student leaders must earn six (6) semester units of credit each semester. Graduate student leaders must earn three (3) semester units of credit each semester: and

#### **Maximum Allowable Units**

Undergraduate student leaders are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective whichever is greater. Graduate student leaders are allowed to earn a maximum of 50 semester units. Student leaders holding over that number of units will not be eligible; and

#### **Residency**

Undergraduate student leaders must have been enrolled at CSU Fullerton for one semester preceding their application for a leadership position earning a total of at least six (6) semester units during that semester. New graduate students who received a bachelor's degree or credential within the past three (3) years from CSU Fullerton must have earned a total of twelve (12) units during his or her last year as an undergraduate to be eligible. Graduate student leaders must have earned at least six (6) semester units per term of continuous attendance as a new graduate student to be eligible; and

#### **Faculty/Staff**

A student leader may not be a member of the faculty or staff at CSU Fullerton or ASI. Graduate assistants shall not be considered faculty or staff.

#### **a. Category 1**

##### **Grade Point Average**

All student leaders holding a position within category 1 must be in good standing, must not be on probation, must have earned a 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 filing for candidacy or application, and must maintain these standards; and

##### **Student Leader Positions:**

- Student Members of the Board of Directors
- ASI Executive Officers

- ~~• Student Members of the Titan Student Centers Board of Trustees~~
- Commission, Elections, and Programming Directors and Coordinators

*b. Category 2*

**Grade Point Average**

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

**Student Leader Positions:**

- Academic Senate, University-Wide, and Ad-hoc Committee Members
- Commission and Programming volunteers
- Camp Titan Program Staff and Counselors

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

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DATE APPROVED: 09/19/2017

DATE REVISED: 04/30/2019

# POLICY CONCERNING STUDENT LEADER FINANCIAL AWARDS

## PURPOSE

The purpose of the policy is to provide guidance on the administration of Associated Students, Inc. (ASI) Student Leader Financial awards including eligibility requirements. ASI Student Leadership Financial awards are not compensation for work done.

**PURPOSE** ..... 1

**WHO SHOULD KNOW THIS POLICY** ..... 1

**DEFINITIONS** ..... 1

**STANDARDS** ..... 2

**1. TYPES OF FINANCIAL AWARDS** ..... 2

**2. ADMINISTRATION OF FINANCIAL AWARDS** ..... 2

**3. PLEDGE COMMITMENTS** ..... 4

**PURPOSE** ..... 1

**WHO SHOULD KNOW THIS POLICY** ..... 1

**DEFINITIONS** ..... 1

**STANDARDS** ..... 1

**1. TYPES OF FINANCIAL AWARDS** ..... 1

**2. ADMINISTRATION OF FINANCIAL AWARDS** ..... 2

**3. PLEDGE COMMITMENTS** ..... 2

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## WHO SHOULD KNOW THIS POLICY

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> Budget Area Administrators</li> <li><input checked="" type="checkbox"/> Management Personnel</li> <li><input checked="" type="checkbox"/> Supervisors</li> <li><input checked="" type="checkbox"/> Elected/Appointed Officers</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Volunteers</li> <li><input type="checkbox"/> Grant Recipients</li> <li><input checked="" type="checkbox"/> Staff</li> <li><input checked="" type="checkbox"/> Students</li> </ul> |
|--|---|

## DEFINITIONS

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

Terms	Definitions
<b>Agreement Forms</b>	Required forms to serve in an ASI Student Leadership position, including Pledge Commitments.

## STANDARDS

### 1. TYPES OF FINANCIAL AWARDS

The ASI issues financial awards to students in certain leadership positions.

#### Category 1: **ASI Executive/Fiduciary**

Student leaders who set the mission and policies of the organization as well as having financial responsibility to the organization

- ASI President and Vice President
- ~~TSC Board of Trustees Chair~~
- ASI Board of Director Chair
- ASI Board of Directors Vice Chair, Treasurer, and Secretarys

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#### Category 2: **ASI Team Leaders**

Student leaders who lead teams within ASI to accomplish the goals and missions set forth by the organization:

- ASI Executive Officers
- ~~TSC Board of Trustees Vice Chairs~~
- ASI Commission Directors/Leads
- ASI Programming Directors
- Elections Director

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#### Category 3: **ASI Board and Team Members**

Student leaders who serve on teams within ASI to accomplish the goals and missions set forth by the organization:

- ASI Board of Directors Members
- ~~TSC Board of Trustees Members~~
- Programming Coordinators
- Commission Coordinators
- Elections Coordinators

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#### Category 4: **Other ASI Positions**

- Camp Titan Co-Directors
- IRA Chair

#### Category 5: **Others Funded and Funding Council/Group Positions**

- ~~Camp Titan Co-Directors~~ Funded Council/Group President/Chair
- ~~IRA Chair~~ Funded Council/Group Treasurer/Financial Officer
- Funding Council/Group President/Chair
- Funding Council/Group Treasurer/Financial Officer
- Funding Council/Group Executive Board Positions

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### 2. ADMINISTRATION OF FINANCIAL AWARDS

#### a. Agreement Forms

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Prior to the start of a leadership position that carries a financial award, students must sign appropriate forms with ASI Leader and Program Development.

**b. Disbursements**

Category 1 and 2 financial awards are disbursed in summer, fall and spring semesters. ~~Disbursements end immediately upon the end of a term or upon voluntary or involuntary departure of the position.~~ All other financial awards are disbursed in fall and spring semesters. Disbursements end immediately upon the end of a term or upon voluntary or involuntary departure of the position. In the event of a departure from the position prior to the anticipated end of term, a portion of the disbursed financial award may be required to be refunded.

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**c. New Financial Awards**

New financial awards are to be approved by the ASI Finance Committee and the ASI Board of Directors in consultation with the Executive Director and appropriate ASI staff leader and Program Development. All new requests for financial awards need to be accompanied by a list of key responsibilities for the position.

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**Award Amounts**

Award amounts for Categories 1-4 are based on a percentage of the average cost of attendance ~~and category of responsibility established annually by the university.~~ Award amounts for Category 5 are established by this policy.

<b>Category 1: Executive Fiduciary</b>	
Board of Directors Chair	75%
President	75%
Vice President	55%
<del>TSC Board of Trustees Chair</del>	<del>55%</del>
Board of Directors Vice Chairs, <u>Treasurer, and Secretary</u>	55%
<b>Category 2: Team Leaders</b>	
Executive Officers	35%
<del>TSC Board of Trustee Vice Chairs</del>	<del>15%</del>
Programming Directors	35%
Commission and Elections Directors/Leads	15%
<b>Category 3: Board and Team Members</b>	
<del>Board of Directors Audit</del> Committee Chair <u>(additional award for chairing)</u> <sup>±</sup>	7.5%
Board of Directors Members	15%
<del>TSC Board of Trustees Members</del>	<del>10%</del>
Programming Coordinators	10%
Commission and Elections Coordinators	8%
<b>Category 4: Other ASI Positions</b>	
Camp Titan Co-Directors	15%
IRA Committee Chair	15%
<b>Category 5: Funded and Funding Council/Group Positions</b>	
<u>Funded Council/Group President/Chair</u>	<u>\$1000</u>

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<u>Funded Council/Group Treasurer/Financial Officer</u>	<u>\$500</u>
<u>Funding Council/Group President/Chair</u>	<u>\$2000</u>
<u>Funding Council/Group Treasurer/Financial Officer</u>	<u>\$1000</u>
<u>Funding Council/Group Executive Board Positions*</u>	<u>\$250-\$1000</u>
<u>*additional award for chairing committee* A student organization representative serving as a voting member on a funding council may shall not receive a financial award in order to prevent any conflict of interest.</u>	

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### 3. PLEDGE COMMITMENTS

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

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DATE APPROVED: 05/08/2018

# POLICY CONCERNING STUDENT LEADER TRAVEL

---

## PURPOSE

The purpose of the policy is to provide guidance on travel including the funding of students to attend conferences and the administration of travel funds of Associated Students, Inc. (ASI). This policy applies to students-at-large and members of the ASI Executive Officers ~~and~~ ASI Board of Directors, ~~and TSC Board of Trustees~~ when using student fees to travel to and/or attend conferences, conventions, or professional meetings.

**PURPOSE** ..... 1

**WHO SHOULD KNOW THIS POLICY**..... 1

**DEFINITIONS** ..... 1

**STANDARDS** ..... 1

**1. FUNDING OF STUDENTS TO ATTEND CONFERENCES**..... 1

**2. LINE ITEM TRANSFERS AND TRAVEL** ..... 3

## WHO SHOULD KNOW THIS POLICY

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- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>■ Budget Area Administrators</li> <li>■ Management Personnel</li> <li>■ Supervisors</li> <li>■ Elected/Appointed Officers</li> </ul> | <ul style="list-style-type: none"> <li>■ Volunteers</li> <li>■ Grant Recipients</li> <li>■ Staff</li> <li>■ Students</li> </ul> |
|---|---|

## DEFINITIONS

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

Terms	Definitions
<b>Delegate Contract</b>	Contract detailing trip itinerary, emergency contact information, compliance with this policy statement, comportment guidelines and academic standing requirements.

## STANDARDS

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### 1. FUNDING OF STUDENTS TO ATTEND CONFERENCES

Individuals may receive up to \$500 for travel per fiscal year if they are actively participating in the conference or event they are attending. Individuals who are not actively participating in the conference or event may only be reimbursed up to \$250. Active participation is defined as an individual that is planning, presenting, performing, competing, and volunteering in or at the conference, convention, or event. The Finance Committee shall entertain requests for exceptions to this travel policy for any proposal approved by a funding council. All decisions made by the Finance Committee are final.

Clubs/Organizations may receive up to \$500 total per organization per fiscal year for the student or students representing their organization when such representation is a requirement to maintain membership in their national organization. The amount allocated for this travel will not be included in the \$500 for travel per fiscal year that any of these students may receive individually.

Registration fees for Regional and National conferences shall not apply to the \$500 limit.

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

Students-at-large (including members of the ASI Executive Officers and, ASI Board of Directors, ~~and TSC Board of Trustees~~ when involved in travel not directly related to their leadership roles) who receive ASI fees from a Funding Council or through the ASI Contingency line-item to travel are required to:

- Provide an informational presentation to their academic unit and/or student organization no later than fifteen (15) school days after returning from the conference (the presentation should share information learned at the conference and how the information supports the goals of the academic unit and/or student organization);
- Determine the date, time, and location of the above-mentioned presentation, and provide this information to the Funding Council or ASI Board of Directors during their request for funding;
- Provide a written report to ASI Leader and Program Development (TSU-269) prior to the presentation. The report shall be at least 350 words long and shall summarize the topics/panels/speakers attended and what was learned from them, summarize what will be brought back to the University from the student, and state how CSUF and the Associated Students benefit from the student's attendance to the conference.

ASI Leader and Program Development shall attach the report to the financial paperwork located in the ASI Accounting Office. Each Funding Council shall adopt the above portion of this policy statement as a part of its bylaws concerning the use of ASI fees.

Members of the ASI Executive Officers and, ASI Board of Directors ~~or TSC Board of Trustees~~, when using student fees to travel to a conference as part of their leadership role, are required to do the following within fifteen (15) working days of their return:

- Provide a presentation to their respective board that includes information learned at the conference and how the information supports the missions of the University and the Associated Students, CSUF, Inc.;
- Provide a written summary of the presentation to ASI Leader and Program Development (TSU-269) prior to the presentation. The summary shall be at least 350 words and shall include the information stated previously in this policy statement. ASI Leader and Program Development shall attach the summary to the financial paperwork and submit it to the ASI Accounting Office.

Travel on behalf of ASI is to be undertaken in the most cost-effective manner. ASI will neither pay for nor reimburse travel expenditures for spouses, dependents, or others who are accompanying individuals conducting business for the organization unless they too are conducting business for the organization.

ASI will reimburse for meals when traveling on ASI business. Actual meal expenses are reimbursable up to \$55 per day. The traveler must submit a spreadsheet itemizing by day each meal that is subject to reimbursement. Supporting original receipts are required. Meals may be claimed only if the travel includes an overnight stay. This is subject to revision when guidelines are revised per Chancellor's office and the University.

Requests for lodging expenses will be administratively reviewed and approved if the costs are reasonable, commensurate with the area, and consistent with the nature and purpose of the program, conference, etc. Lodging receipts are required and must be submitted with the travel expense report. Room rates to be reimbursed will be reviewed in the ASI Accounting Office and must be in accordance with Chancellor's office and University guidelines. Out of State logging will also be reimbursed for reasonable, actual expenses.

In accordance with State of California guidelines and CSU directives, ASI does not fund travel to state with discriminatory laws. A current list of prohibited states is available from ASI Financial Services.

Incidentals shall include the actual rates for parking with required receipts, official business calls over the telephone, and actual cost of ground transportation with required receipts.

## **2. LINE ITEM TRANSFERS AND TRAVEL**

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

Line-item transfers into Travel will not be considered by the Board of Directors before March 15 of the current fiscal year. Transfers shall not exceed 15% of the current fiscal year's allocated Travel budget. Any line-item transfer made into Travel below \$1,000 shall be approved by the Finance Committee. Line-item transfers made into Travel \$1,000 or above shall be approved by the Finance Committee and the Board of Directors.

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**DATE APPROVED:**  
**DATE REVISED:**

**05/08/2018**



# ~~POLICY CONCERNING TITAN STUDENT CENTERS BOARD OF TRUSTEES OPERATIONS~~

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## ~~PURPOSE~~

~~The following policy has been established in order for the members of 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 in order to be 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. TSC Board of Trustees is committed to promoting the highest standards of ethical conduct in the performance of its mission. The policy includes expected conduct of TSC Board of Trustees members, responsibilities and duties of the TSC Board of Trustees, and an overview of meeting and sub-committee operations.~~

<del>POLICY CONCERNING TITAN STUDENT CENTERS BOARD OF TRUSTEES OPERATIONS</del>	<del>1</del>
<del>PURPOSE</del>	<del>1</del>
<del>WHO SHOULD KNOW THIS POLICY</del>	<del>2</del>
<del>DEFINITIONS</del>	<del>2</del>
<del>STANDARDS</del>	<del>2</del>
<del>1. DELEGATION AND DUTIES OF THE TSC BOARD OF TRUSTEES</del>	<del>2</del>
<del>2. TSC BOARD OF TRUSTEES CONDUCT</del>	<del>3</del>
<del>a. Non-Conflict of Interest</del>	<del>3</del>
<del>b. Ethics</del>	<del>3</del>
<del>3. TSC BOARD OF TRUSTEES MEMBERS</del>	<del>4</del>
<del>4. COMPOSITION AND DUTIES OF SUB-COMMITTEES</del>	<del>6</del>
<del>a. General Composition</del>	<del>6</del>
<del>b. Trustee Membership</del>	<del>6</del>
<del>c. Facilities Sub-Committee</del>	<del>6</del>
<del>d. Operations Sub-Committee</del>	<del>6</del>
<del>5. TSC BOARD OF TRUSTEES LEADERSHIP</del>	<del>7</del>
<del>a. Chair</del>	<del>7</del>
<del>b. Vice Chair for Facilities</del>	<del>7</del>
<del>c. Vice Chair for Operations</del>	<del>8</del>
<del>d. Marketing Liaison</del>	<del>8</del>
<del>e. Programing Liaison</del>	<del>8</del>
<del>6. AGENDAS FOR TSC BOARD OF TRUSTEES MEETINGS</del>	<del>9</del>
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~~10. SPECIAL MEETINGS..... 10~~  
~~11. EMERGENCY SITUATIONS AND EMERGENCY MEETINGS..... 10~~

## ~~WHO SHOULD KNOW THIS POLICY~~

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

## ~~DEFINITIONS~~

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

<del>Terms</del>	<del>Definitions</del>
<del><b>Conflict of Interest</b></del>	<del>Any involvement financially, through an employment or family connection, with any business, firm, vendor, and/or service doing business with the corporation.</del>
<del><b>Fraud</b></del>	<del>The intentional use of deceit, a trick or some dishonest means to deprive another of their money, property or legal right</del>
<del><b>Defalcation</b></del>	<del>The withholding or misappropriating funds held for another or failing to make a proper accounting</del>
<del><b>Corruption</b></del>	<del>The offering, giving, soliciting, or accepting of an inducement or reward that may improperly influence the action of a person or entity.</del>
<del><b>Misappropriation</b></del>	<del>The intentional, illegal use of the property or funds of another person for one's own use or other unauthorized purpose, particularly by a public official, a trustee or a trust, an executor or administrator of a dead person's estate or by any person with a responsibility to care for and protect another's asset.</del>
<del><b>Forgery</b></del>	<del>The crime of creating a false document, altering a document, or writing a false signature for the illegal benefit of the person making the forgery.</del>

## ~~STANDARDS~~

### ~~1. DELEGATION AND DUTIES OF THE TSC BOARD OF TRUSTEES~~

~~TSC Board of Trustees is established by the ASI Board of Directors to assist the University President and ASI Executive Director in maintaining student-centered buildings, operations, and programs.~~

~~The TSC Board of Trustees:~~

- ~~• Reviews and recommends annual capital purchases and budget associated with TSC programs.~~
- ~~• Develops and evaluates TSC programs and services.~~
- ~~• Establishes and reviews facility and program operating procedures.~~

~~The TSC Board of Trustees establishes standing sub-committees to evaluate and make recommendations on proposals referred to them for the operation of the Titan Student Centers.~~

~~The TSC Board of Trustees delegates the responsibility for the daily operation of the TSC to the ASI Executive Director.~~

## **~~2. TSC BOARD OF TRUSTEES CONDUCT~~**

### ~~*a. Non-Conflict of Interest*~~

~~In accordance with California Education Code, Sections 89906, 89907, 89908 and 89909, all TSC Board of Trustees members shall submit a Certification of Non-Conflict of Interest Statement as outlined below:~~

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

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

~~This Non-Conflict of Interest Statement shall be submitted at the time a member assumes their official duties. Statements shall be retained in the ASI Administrative Office.~~

### ~~*b. Ethics*~~

#### **~~Introduction~~**

~~This code will serve as a minimum guide for ethical conduct and provide guidance and direction for all officers, directors, employees, and volunteers of ASI (collectively referred to herein as members or member) in the performance of their duties or in any context in which they are perceived as representing ASI.~~

#### **~~Laws and Regulations~~**

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

#### **~~Conflict of Interest~~**

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

~~Members transacting business or entering into contracts on behalf of ASI must not have any interest, financial or personal, in those transactions or contracts. Should a member have an interest in an organization with who the ASI transacts business, the member must recuse themselves from any negotiation, authorization, or approval of such transactions.~~

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

#### **~~Anti-discrimination Policy~~**

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

### **Public Disclosures**

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

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

All official business of ASI done on a personal device may be subject to subpoena.

### **Confidentiality**

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

### **Respect**

Members must work effectively with coworkers, customers and others by sharing ideas in constructive and positive manner; listening to and objectively considering ideas and suggestions from others, keeping commitments, keeping others informed of work progress, timetables and issues, addressing problems and issues constructively to find mutually acceptable and practical business solutions, addressing others by name, title or other respectful identifier and respecting the diversity of our work force in actions, words and deeds. Members must be able to work effectively within a complex organizational setting and a multi-cultural campus environment. Members must be able to establish and maintain effective, cooperative, and harmonious relationships with students, staff, co-workers, faculty, alumni and the general public.

### **Fair Dealing**

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

Members must not disclose a vendor's pricing or business activities to competitors. In the course of business, all members must refrain from any practice that could constitute unfair dealing. At all times, members must be accurate and truthful in all their dealings with vendors, suppliers, and customers and be careful to accurately represent the services and products of ASI.

## **3. TSC BOARD OF TRUSTEES MEMBERS**

### **Term of Office**

All Trustees serve a one-year term. Trustees elected to fill a vacancy will serve the remainder of the original term. A one-year term following the general election will commence June 1 and end the following May 31.

### **Additional Trustee Duties**

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

- Trustees are required to attend (prepared and on time) for the entire duration of all meetings of the Board of Trustees which take place every other Wednesday between 1:30-3:30 PM PST.
- Trustees are allowed two excused absences per semester.
- Trustees are required to sit on TSC standing sub-committee.
- Student Trustees shall establish and maintain weekly office hours and at least one hour a week and by appointment.

- ~~Student Trustees shall meet with the Board of Trustees Chair at least once per semester.~~
- ~~Student Trustees shall meet with ASI Associate Executive Director or designee at least once per semester.~~

### **Attendance**

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

- ~~Excused absences for due cause (as defined in ASI Bylaws Article II Section 4):~~
  - ~~Absence due to scheduled classes are not excused.~~
  - ~~For absence to be excused, the Chair must be properly notified as at least twenty-four (24) hours' prior to the meeting unless the Director is physically unable to do so.~~
- ~~Excusal for an absence with due cause may only be granted by a majority vote of the Board.~~
- ~~Fall recess, intercession, spring recess, legal holidays, and the last week of instruction will not be used in computing attendance.~~
- ~~Absent members will not have voting privileges nor shall they be counted in quorum.~~
- ~~Attendance policy for standing sub-committee meetings:~~
  - ~~Members are responsible for requesting excused absences meetings which conflict with other appointments, events, or scheduling~~
  - ~~A member may only be counted as absent from a meeting if the chair was properly notified~~

### **Vacancies and Resignations**

~~A vacancy on the TSC Board of Trustees exists in the case of death, resignation, declaration of vacancy of a Trustee, or in the event of a failure to elect the fully authorized number of Trustees. Vacancies reduce quorum.~~

~~A resignation of a Student Trustee must be by written notice submitted to the TSC Board of Trustees Chair and Associate Executive Director.~~

### **Declaration of Vacancy**

~~A student Trustee position will become vacant by TSC Board of Trustees Chair declaration of position for:~~

- ~~Failure to meet academic qualifications;~~
- ~~Failure to meet attendance requirements:~~
  - ~~two TSC Board of Trustees meetings,~~
  - ~~two consecutive meetings of the standing sub-committees to which they are assigned, or~~
  - ~~total of three meetings;~~
- ~~Violation of the CSU Student Code of Conduct;~~
- ~~Gross abuse of authority or discretion; or~~
- ~~Declaration of unsound mind by final court order, of conviction of a felony, or found to have breached any duty under Corporations Code Section 5230.~~

~~A Trustee can appeal their removal by the next regularly scheduled TSC Board of Trustees meeting directly following the Trustee's removal. Appeals must be submitted in writing. Reinstatement requires a three-fourths vote of the TSC Board of Trustees.~~

### **Filling Vacancies**

~~The TSC Board of Trustees Chair is responsible to notify the Board of Trustees of any vacancy. While the vacancy exists, the Chair will make progress reports during its regularly scheduled meetings.~~

~~In the event of a vacancy of one of the Student Trustees positions exists between the election and the end of the second week of classes of the next spring semester the first runner-up shall be offered the position. If they accept, the appointment shall be approved by the TSC Board of Trustees. If they do not accept, the position will be offered to the following runner-up. If there is not a candidate, the TSC Board of Trustees Chair will work with the Director of Leader and Program Development to open an application. An~~



~~interview process where the TSC Board of Trustees Chair, Vice Chairs, and ASI Associate Executive Director or designee will interview all candidates who qualify. Once an applicant has been chosen, the TSC Board of Trustees Chair shall make a recommendation to the TSC Board of Trustees for a replacement.~~

#### ~~4. COMPOSITION AND DUTIES OF SUB-COMMITTEES~~

~~All items brought before the TSC Board of Trustees should be referred to the proper sub-committee. Emergency situations, as defined by the Gloria Romero Open Meetings Act, may be immediately acted upon by the TSC Board of Trustees. The sub-committee must report each proposal, with the exception of the budget, back to the Board of Trustees within two weeks. The chair of each sub-committee is responsible for presiding over sub-committee meetings and reporting recommendations to the Board of Trustees.~~

##### ~~a. General Composition~~

~~All TSC Sub-Committees must be composed of at least a majority of students. The chairs of TSC Sub-Committees must be students. The chair will not be counted when determining if a sub-committee is composed of at least a majority of students.~~

##### ~~b. Trustee Membership~~

~~The TSC Board of Trustees Chair appoints trustees for each standing sub-committee. If there are not enough trustees to fill the required number of seats on each sub-committee the chair will evenly appoint trustees to the listed committees in the following order:~~

- ~~● Operations Sub-Committee~~
- ~~● Facilities Sub-Committee~~

##### ~~c. Facilities Sub-Committee~~

~~The purpose of the Facilities Sub-Committee is responsible for oversight of the overall structural needs of the facilities of the Titan Student Centers including building changes, capital purchases, space for clubs and organizations to utilize within the Titan Student Union, marketing efforts, planning of future projects, and bylaw recommendations.~~

~~The Facilities Sub-Committee will convene Wednesdays two times a month between 3:00-4:30 PM PST during the academic year.~~

~~The Facilities Sub-Committee will be composed of the Chair, Vice Chair for Facilities, three (3) student trustees, ASI President or designee, ASI Board of Directors Chair or designee, RSA President or designee as voting members.~~

~~The standing liaison members of the Facilities Sub-Committee shall be ASI Associate Executive Director, Director of Titan Recreation, and the Associate Director of Marketing and Communication.~~

~~The standing advisor of the Facilities Sub-Committee shall be the Associate Director of Titan Student Union.~~

##### ~~d. Operations Sub-Committee~~

~~The purpose of the Operations Sub-Committee will have oversight 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 TSC), line item transfers, and operating recommendations to the TSC Board of Trustees.~~

~~The Operations Sub-Committee will convene Wednesdays two times a month between 1:30-3:00 PM PST during the academic year.~~

~~The Operations Sub-Committee will be composed of the Chair, Vice Chair for Facilities, three (3) student trustees, ASI President or designee, ASI Board of Directors Chair or designee, RSA President or designee as voting members.~~

~~The standing liaison members of the Operations Sub-Committee shall be ASI Associate Executive Director, Associate Director of Titan Student Union, and the Associate Director of Marketing and Communication.~~

~~The standing advisor of the Operations Sub-Committee shall be the Director of Titan Recreation.~~

## **5. TSC BOARD OF TRUSTEES LEADERSHIP**

### *a. Chair*

~~The TSC Board of Trustees must elect a student Trustee as Chair. The Chair will be elected at the first meeting in June and serves as from that meeting through May 31. The ASI Board of Directors serves as Chair in absence of the Chair and Vice Chairs.~~

~~The Chair of the TSC Board of Trustees:~~

- ~~• Presides over all TSC Board of Trustees meetings~~
- ~~• Appoints each Student Trustee to serve on at least one TSC Board of Trustees Sub-Committee
  - ~~○ No later than three (3) legal business days before the first TSC Board of Trustees meeting of the fall and spring semester~~~~
- ~~• Works with the Vice Chairs and Director of Leader and Program Development to develop a curriculum to be discussed at TSC Board of Trustees retreats, additional board development training, and other internal issues related to the Board.~~
- ~~• Communicates regularly with the ASI Board of Directors Chair and the Executive Officers.~~
- ~~• Directs the work of the Vice Chairs~~
- ~~• Oversees the budget development, with the assistance of the Vice Chairs, for the next fiscal year in consultation with the Director of Financial Services.~~

### **Vacancy of the Chair**

~~The removal of the Chair from the TSC Board of Trustees will occur by a two-thirds vote. The Chair will be removed if they lose the position as Student Trustee.~~

~~In the event the Chair should resign, a written notice of resignation must be submitted to ASI Board of Directors Chair and Associate Executive Director.~~

### **Filling Chair Vacancy**

~~In the event of a vacancy in the position of Chair through resignation, removal, recall, ineligibility, or death the Vice Chair for Operations will serve as Chair. In the event the TSC Board of Trustees Chair and Vice Chair for Operations are both vacant the Vice Chair for Facilities will serve as Chair.~~

### *b. Vice Chair for Facilities*

~~The TSC Board of Trustees will elect by a majority vote a Trustee who serves as Vice Chair for Facilities. The Vice Chair for Facilities will be elected at the first meeting in June and serves as from that meeting through May 31. The TSC Board of Trustees Chair serves as Chair in absence of the Vice Chair for Facilities.~~

~~The TSC Board of Trustees Vice Chair for Facilities:~~

- ~~• Presides over all TSC Facilities Sub-Committee~~
- ~~• Assists the Chair in development of curriculum to be discussed at TSC Board of Trustees retreats, additional board development training, and other internal issues related to the Board.~~
- ~~• Communicates regularly with the TSC Board of Trustees Chair.~~
- ~~• Assists the Chair in TSC budget development for the next fiscal year in consultation with the Director of Financial Services.~~

### **Vacancy of the Vice Chair for Facilities**

~~The removal of the Vice Chair for Facilities from the Board of Trustees will occur by a two-thirds vote. The Vice Chair for Facilities will be removed if they lose the position as Student Trustee.~~

~~In the event the Vice Chair for Facilities should resign, a written notice of resignation must be submitted to TSC Board of Trustees Chair and Associate Executive Director.~~

### **Filing Vice Chair for Facilities Vacancy**

~~In the event of a vacancy in the position of Vice Chair for Facilities through resignation, removal, recall, ineligibility, or death, a new Vice Chair for Facilities will be elected at the meeting which the vacancy is announced.~~

### ***c. —Vice Chair for Operations***

~~The TSC Board of Trustees shall elect by a majority vote a Trustee who serves as Vice Chair for Operations. The Vice Chair for Operations will be elected at the first meeting in June and serves as from that meeting through May 31. The TSC Board of Trustees Chair serves as Chair in absence of the Vice Chair for Operations.~~

~~The Board of Trustees Vice Chair for Operations:~~

- ~~● Presides over all TSC Operations Sub-Committee.~~
- ~~● Assists the Chair in development of curriculum to be discussed at TSC Board of Trustees retreats, additional board development training, and other internal issues related to the Board.~~
- ~~● Communicates regularly with the TSC Board of Trustees Chair.~~
- ~~● Assists the Chair in TSC budget development for the next fiscal year in consultation with the Director of Financial Services.~~

### **Vacancy of the Vice Chair for Operations**

~~The removal of the Vice Chair for Operations from the TSC Board of Trustees will occur by a two-thirds vote. The Vice Chair for Operations will be removed if they lose the position as Student Trustee.~~

~~In the event the Vice Chair for Operations should resign, a written notice of resignation must be submitted to TSC Board of Trustees Chair and Associate Executive Director.~~

### **Filing Vice Chair for Operations Vacancy**

~~In the event of a vacancy in the position of Vice Chair for Operations through resignation, removal, recall, ineligibility, or death, a new Vice Chair for Operations will be elected at the meeting which the vacancy is announced.~~

### ***d. —Marketing Liaison***

~~The Marketing Liaison Serves as the voice of Titan Student Centers on all areas concerning marketing and will be appointed by the Vice Chair for Facilities through a fair and transparent process.~~

~~The Marketing Liaison:~~

- ~~● Works with the ASI Chief Communications Officer and Associate Director for Marketing and Design.~~
- ~~● Reports during the Facilities Sub-Committee to inform on marketing campaigns regarding the Titan Student Centers.~~
- ~~● Executes projects assigned by the Vice Chair for Facilities and Chair of TSC Board of Trustees.~~

### ***e. —Programing Liaison***

~~The Programing Liaison Serves as the voice of Titan Student Centers on all areas concerning programming efforts and will be appointed by the Vice Chair for Operations through a fair and transparent process.~~

~~The Programing Liaison:~~

- ~~Works with the ASI Union and Special Programming Coordinator and Leader and Program Development Coordinator.~~
- ~~Reports during the Operations Sub-Committee to inform on programming efforts regarding the Titan Student Centers.~~
- ~~Executes projects assigned by the Vice Chair for Operations and Chair of TSC Board of Trustees.~~

## **6. ~~AGENDAS FOR TSC BOARD OF TRUSTEES MEETINGS~~**

~~All items will be sponsored by a member of the TSC Board of Trustees. Trustees sponsoring items must provide, to the TSC Board of Trustees Chair, a written (either typed or printed) copy of the proposed action and all supporting documents four or more legal days prior to the TSC Board of Trustees or sub-committee meeting. Items coming from sub-committees may be placed on the agenda before items from individuals.~~

~~The Recording Secretary will make available, for public inspection, a copy of each proposal. All items on the agenda, including those to be discussed in closed session, will contain a brief general description (not to exceed twenty (20) words) of the item. Items with a financial component will also include the amount and source of funds involved. The agenda will specify the time, date, and location of the meeting, and will be posted in an area of the campus which is publicly accessible twenty-four (24) hours per day. Nothing in this policy is to be interpreted as prohibiting the Board from reordering the agenda at the time of the meeting.~~

### **Public Notice**

~~Public notice of regular meetings must consist of the meeting's agenda being posted in locations that are freely accessible to members of the public (pursuant to Education Code Section 89305.5). In addition, it will be sent electronically and included on the ASI Website.~~

## **7. ~~PUBLIC SPEAKING TIME~~**

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

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

~~Public Speaking Time shall consist of a total of fifteen (15) minutes to be divided equally among all public speakers. Those wishing to make use of this time may speak on any agenda item or other topic affecting regular TSC Board of Trustees and sub-committee meetings. Public Speaking Time must be scheduled before any Business items are considered. Public Speaking Time may be extended by a ruling of the Chair of the TSC Board of Trustees/sub-committee or by an action of the TSC Board of Trustees/sub-committee. Public Speaking Time is set aside for the use of members of the campus community alone, except by special petition to the Chair.~~

~~Members of the TSC Board of Trustees/sub-committee may briefly respond to comments made or questions posed by public speakers. In no case will such responses exceed one minute in length, except by special petition to the Chair.~~

~~For special meetings of the TSC Board of Trustees/sub-committees, a Public Speaking Time will also be provided, not to exceed fifteen minutes (extendable by ruling of the Chair or action of the Board of Trustees/Sub-Committee).~~

~~For special meetings, the public speakers shall be restricted to addressing the items on the agenda. This time will occur before consideration of the items.~~

## ~~8. REGULAR MEETINGS~~

~~The TSC Board of Trustees and its sub-committees will 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). The regular meetings throughout the academic year beginning with the first week of instruction, and will be held every other Wednesday between 1:30 PM to approximately 3:30 PM PST. The TSC Board of Trustees will hold summer meeting(s); the times and dates will be decided upon by majority.~~

~~The time and location of all regular meetings shall be re-established annually at the first meeting of the academic year (pursuant to Education Code Section (89305.5)).~~

## ~~9. CLOSED MEETINGS~~

~~The TSC Board of Trustees or its sub-committees may hold a closed meeting from which the public is excluded only if it has provided sufficient notice of such meeting and only to consider:~~

- ~~• Negotiations relative to real property~~
- ~~• Certain litigation pursuant to advice of legal counsel~~
- ~~• Certain employment matters
  - ~~◦ An ASI "employee" shall not include any person elected or appointed to office~~~~
- ~~• Collective bargaining~~
- ~~• Certain matters relating to a particular employee (unless the employee requests a public hearing)~~
- ~~• To confer with law enforcement officials~~
- ~~• Such other matters as specifically enumerated in Education Code Section 89307~~

~~Prior to holding any closed meeting, the TSC Board of Trustees or its sub-committee shall disclose on its posted agenda and in an open, public, regular meeting the item(s) to be discussed in the closed meeting. No other items shall be considered in the closed meetings. Immediately after any closed meeting it must reconvene into a public regular meeting prior to adjournment and make disclosure of what actions, if any, were taken in the closed meeting.~~

## ~~10. SPECIAL MEETINGS~~

~~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. Special meetings of the TSC Board of Trustees may be called by the University President, the Chair, or by a majority of the members. Special meetings of standing sub-committees may be called by the Chair of the sub-committee or by a majority of the members. The TSC Board of Trustees may be called by the Chair of the TSC Board of Trustees or by a majority of the members.~~

## ~~11. EMERGENCY SITUATIONS AND EMERGENCY MEETINGS~~

~~Action and/or discussion may be taken on an item not appearing on the posted agenda during a regular or special meeting of the TSC Board of Trustees only upon a determination by the TSC Board of Trustees that an emergency situation exists, pursuant to Education Code section 89305.5;~~

~~An "emergency situation" applies only when:~~

- ~~• A work stoppage, or other activity which severely impairs public health, safety, or both exists;~~
- ~~• ii. A crippling disaster that severely impairs public health, safety, or both has occurred.~~

~~To determine that an emergency situation exists, two-thirds of the total TSC Board of Trustees membership (or if quorum is established, but less than two-thirds are present, a unanimous decision of the members present is necessary) agrees that one of the criteria exists, and that emergency action should be taken. The need for such action must have come to the attention of the Board of Trustees after the agenda for the meeting was posted. In the event of an emergency situation, an emergency meeting of the TSC Board of Trustees may also be called.~~



~~A minimum of one hour's notice shall be provided before such a meeting is called to order. The criteria for when such a meeting may be called will be identical to that of part 1(a) above, and it must be called by petition of a majority of the membership of the TSC Board of Trustees. If any forms of communication are functioning, the Chair (or designee) shall attempt to contact every member of the TSC Board of Trustees, using the most recent contact list available, of the meeting time, location, and topic. The Chair (or designee) will also perform their due diligence to inform the public, in any way possible, of the meeting.~~

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

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**DATE APPROVED: 02/19/2019**  
**DATE REVISED: 05/07/2019**



**A RESOLUTION AMENDING POLICIES RELATED TO THE RESTRUCTURE OF THE  
COMMITTEES OF THE BOARD OF DIRECTORS**

**Sponsors:** Seleena Mukbel

**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 ASI Board of Directors, sets policy for the organization, approves all funding allocations to programs and services, and advocates on behalf of student interests on committees and boards; and

**WHEREAS**, on Tuesday, March 2, 2021, the Board of Directors approved a Resolution to Restructure the Committees of the Board of Directors that revised the corporation bylaws and also called for all necessary policies to be updated to reflect the new committee structure; and

**WHEREAS**, the recommended changes reflect the restructuring of the committees in the updated bylaws, the new Board leadership structure that includes the Secretary position, and the removal of references to the TSC Board of Trustees; and

**WHEREAS**, the recommended changes add needed clarity to policy language related to eligibility checks and certifications, declaration of vacancy and appeals, and reinstatements, as well as include other minor language, grammar, and punctuation corrections; therefore let it be

**RESOLVED**, ASI approves the amendments that reflect the restructuring of the committees of the Board of Directors and the new Board leadership structure that includes the Secretary position effective June 1, 2021; and let it be

**RESOLVED**, ASI rescinds the Policy Concerning Titan Student Centers Board of Trustees Operations effective June 1, 2021; and let it be

**RESOLVED**, ASI approves the amendments that add clarity to policy language related to eligibility checks and certifications, declaration of vacancy and appeals, and reinstatements, as well as other minor language, grammar, and punctuation corrections; and let it be finally

**RESOLVED**, that this Resolution be distributed to the ASI Executive Director and applicable ASI departments.

Adopted by the Board of Directors of the Associated Students Inc., California State University, Fullerton on the twentieth day of April in the year two thousand twenty one.

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Maria Linares  
Chair, Board of Directors

Selene Hanna  
Treasurer/Secretary, Board of Directors

# College of Education Report

By: Rebekah Wong

What events have  
been going on in  
the college of  
Education?

The Speaker Series: Education Inter-Club  
Council

CSUF EDUCATION INTER-CLUB COUNCIL PRESENTS

# SPRING SPEAKER SERIES

A SERIES OF SPEAKERS ORGANIZED BY STUDENTS FOR STUDENTS



Education  
interclub-council  
CAL STATE FULLERTON  
rec2324@fulleton.edu, Spring 2024

**THURSDAY, MARCH 4TH @ 6PM-7PM**  
**STRATEGIES FOR VIRTUAL ENGAGEMENTS**  
PRESENTED BY: CONNIE OH & EFREN DIAZ

**THURSDAY, MARCH 11TH @ 6PM-7PM**  
**BALANCING SCHOOL, WORK, & A BUSINESS**  
PRESENTED BY: DERICK NORTHINGTON & ANIESA IVORRI

**THURSDAY, MARCH 18TH @ 6PM-7PM**  
**FOSTERING COMMUNITY IN A VIRTUAL WORLD**  
PRESENTED BY: JIMMY NGUYEN

**THURSDAY, APRIL 8TH @ 6PM-7PM**  
**PROMOTING IMAGINATION, DEVELOPMENT, & EMPOWERMENT**  
PRESENTED BY: CHRISTINA CRUZ, SHAYLEEN FAY, BRIANNA MAGANA, & JAVI RODRIGUEZ

ZOOM MEETING ID: 953 027 1230  
\*QUESTIONS? EMAIL DIRECTOREP.EICC@GMAIL.COM



What events have  
been going on in  
the college of  
Education (cont.)?

- Workshops for future educators  
Ex: Becoming an Anti-Racist Educator
- Roundtable Hot Topic Discussion

# Students/Clubs

- Students are getting involved in our clubs  
(HELO (Higher Education Leadership Organization), SCTA (Student California Teacher's Association), NAFME (National Association For Music Education), Club TEACH)
- Students are attending conferences

# Our Goals for the rest of semester/next year:

- Finish the year out strong
- Find ways to help represent our graduate students more in leadership and in events on campus
- make an easy transition for next year's BOD for COE

# Contact Me!!!



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Office Hours: Tuesdays @ 11am Via Zoom

April 20, 2021  
Board of Directors  
Executive Officers Report

**PRESIDENT**

Marcus Reveles

*No report.*

**VICE PRESIDENT**

Skylar Soria

*No report.*

**CHIEF INCLUSION & DIVERSITY OFFICER**

Janica Michelle Martinez Torres

**Projects:**

- Finalize SJEC programs for April
- Ethnic Studies Implementation
- Supporting and advocating for DSS and Disabled community
- Augmenting survivor support and advocacy

**Events / Meetings Attended:**

- Met with Women, Gender, and Queer Studies Student Association co-presidents to discuss collaboration on Transformative Justice event with SJEC and the Women & Adult Re-Entry Center for Sexual Assault Awareness Month.
- Met with interdisciplinary artist D. Hill to formalize postponed event, Remove The Noose By All Means Necessary.
- Corresponded with Dena Leischner, Deaf and Hard of Hearing Specialist at Disability Support Services, to secure interpreters for upcoming SJEC April events
- Corresponded with African American Studies professor, Gwendolyn Alexis, as potential collaborator on SJEC event with Titan Radio.
- Attended Abled Advocators meeting on Disability Advocacy Day featuring Deanna Yadollahi and Jose Castillo.
- SJEC and the Women, Gender, and Queer Studies Student Association hosted TJ Talks In Practice featuring Dr. Xhercis Méndez, our Transformative Justice collaboration event with the Women & Adult Re-Entry Center for Sexual Assault Awareness Month.



- SJEC held run-through for Remove The Noose By All Means Necessary with D. Hill and then held meeting to touch base and plan upcoming April events.
- Attended AICA's Social Justice Week Admin Team debrief meeting to do a SWOT on Social Justice Week 2021 and start planning for Social Justice Week 2022.
- Attended AICA's General Council meeting to go over Social Justice Week with student orgs.
- Attended Accessible Technology Initiative Steering Committee to discuss campus ATI plan for 2021-2022.
- Attended Executive Team meeting to discuss ASI Diversity, Equity, and Inclusion plan for staff and organization.
- Check-in with Dr. Oseguera on resolution and health with Maria Linares.
- SJEC hosted Remove The Noose By All Means Necessary featuring D. Hill and then held a meeting to further our planning for remaining spring semester events and collaborations.
- Attended Bayanihan Kollektive and Pilipinx American Student Association collaboration meeting on Indigenous culture and spirituality in the Philippines.
- Met with Martalinda Leiva during her office hour to discuss resolution.
- Corresponded with Dr. Oseguera, Dr. Stephen Stambough, and Chief Aguirre to connect and discuss resolution.

#### Goals for next week:

- Reach out and follow-up with campus communities and partners.
- Execute SJEC programming plan for March and April

#### **CHIEF GOVERNMENTAL OFFICER**

Lauren Loeb

#### Summary:

*Last week the Lobby Corps teams and I had our Women in Politics event this past Friday in collaboration with WARC. Additionally, at the CSSA April Plenary. I met with a few candidates running for CSSA next year. Advocacy meetings were the week before last with Government Relations and President Virjee.*

#### Events/Meetings Attended:

- Women in Politics
- We hosted CSSA Director Jeanne Tran-Martin, Oakland Councilmember Sheng Thao, and Jennifer Beall, the Chief of Staff to Assembly member Laurie Davies.
- The topics we discussed involved building community through advocacy.
- CSSA April Plenary.
- The Resolution in Support of SWANA Students was approved by the Board of Directors.
- The Resolution Calling for the CSU to Include Caste in Anti-Discriminatory Policy was approved by the Board of Directors.
- The Board of Directors voted to support the following legislation: AB 14, AB 99, AB 543, AB 1456, and SB 4.
- CSSA Candidate Meetings
- I began meeting with CSSA candidates that are campaigning for next year's CSSA executive team.
- Hill Week Advocacy Meetings

- I met with Congresswoman Kim, Congressman Correa, and Congresswoman Porter to discuss financial aid, Double the Pell, and issues student groups are facing on our campus such as undocumented students not receiving COVID relief aid from the federal government.

**Goals for Next Week:**

- Meet with the CSUF CSSA delegation to discuss the candidates that are running for CSSA Executive positions. \_
- Begin transition meetings for the 2021-2022 CGO.

**On-Going:**

- Weekly check-ins with my advisor.
- 1-on-1 with the ASI President to discuss progress and goals.

**CHIEF COMMUNICATIONS OFFICER**

Khai Hoang

*No report.*

**CHIEF CAMPUS RELATIONS OFFICER**

Nicole D. Gillespie

*No report.*

# ASI BOD UPDATES

April 2021



## GENERAL UPDATES

- Higher Education Emergency Relief Fund (HEERF) II Funding – available April 15 [via Financial Aid](#); ineligible students [can apply for a Tuffy's Basic Needs Emergency Grant](#).
- CAPS adds an APIDA drop-in group and prioritizes students affected by recent API hate incidents.
- DSS preparing for an increase of accommodation requests for in-person Fall 2021 classes due to COVID-related medical reasons.
- Housing & Residential Engagement & African American Resource Center finalized the vision and overall experience for the Ujima Community, a Black-themed experience floor, which will be offered in the Fall 2021 semester.



## RE-ENTRY & COVID

- 16 years old and over are now eligible for the COVID-19 vaccine. As of now, there is not a requirement for students or employees to receive the vaccination in order to return to campus.
- Free COVID testing for students at Health Services.
- Gov. Newsom's announcement regarding June 15 "re-opening of California" has many implications for CA campuses; which are being explored by CSUF leadership.
- Fall semester will still be about 60% in-person classes with hybrids and virtual.
- Fall semester may include regular testing for students and employees.
- Divisions are preparing for a more populated Fall 2021 semester.
- Working with Student Life & Leadership, Risk Management, and others to develop plans regarding student organizations events.



# BOARD LEADERSHIP REPORT

## April 20, 2021

### **Selene Hanna, Treasurer/Secretary:**

Greetings fellow ASI-ers. Here are some cool things you want to know:

- The Finance Committee (is/is not) meeting this week -- TBA
- Executive Senate is done meeting for the semester
- The SWANA resolution passed at CSSA Board

BE BLESSED THIS WEEK!!!

\*\*\*\*\*

### **Seleena Mukbel, Vice Chair:**

- Governance Meeting 4/22
  - appointment of Arts and Engineering BOD vacancy*
  - Antiracism Diversity Plan Approval*
  - Resolution on UPD Divestment/Campus Safety Investment*

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### **Maria Linares, Board Chair:**

*No Report.*