

**ASSOCIATED STUDENTS
CALIFORNIA STATE UNIVERSITY FULLERTON, INC.**

Documents and Bylaws Committee MINUTES August 24, 2016

- CALL TO ORDER** Veronica Kdeiss called the meeting to order at 02:33 p.m.
- ROLL CALL** Members present: Caro, Kdeiss, Rodriguez, Schkoda, Mitchell
- Members absent:
- **Indicates that the member was in attendance for a portion of the meeting, but not in attendance prior to the announcement of Unfinished Business. [According to the by-laws, a member of the board who is not in attendance prior to the announcement of Unfinished Business is considered not to be in attendance.]
- APPROVAL OF AGENDA** (Rodriguez-m/ Caro-s) Agenda was approved as presented.
- APPROVAL OF MINUTES** None
- PUBLIC SPEAKERS** None
- REPORT:**
- Director of Administration** McDoniel introduced herself to the committee.
- REPORTS- Chair** No report
- Unfinished Business** None
- New Business**
- a. Informational: Committee Overview and Introduction**

Kdeiss informed the members of what is expected from them as members and explained the purpose of the committee.
Kdeiss explained that in case of a vacant Board of Directors (BOD) position they would be interviewed first through the Documents and Bylaws committee, then be recommended to the BOD for approval.
Applications for vacancies would be found on the ASI website.

 - b. Informational: Review of Past Resolutions**

Kdeiss stated that the committee will review previous resolutions that were passed in Spring 2016.
The resolutions reviewed were In Support of Black Student Success, In Support of the Food Insecurities and Homelessness Task Force, In Support of LGBTQ Student Life.

Please see attached resolutions for additional information.

 - c. Action: Considering changes to ASI bylaws Article IV**

Governance 16/17 001 (Caro-m/Mitchell-s) A motion was made and seconded to approve the changes to ASI bylaws article IV.
The committee reviewed the changes made to the ASI bylaws article IV, Section 11.

d. Action: Considering changes to ASI budget Policies 2016-2017

Governance 16/17 002 (Rodriguez-m/ Mitchell-s) A motion was made and seconded to approve the changes to the ASI Budget Policy #14-D. Gill gave a background introduction about the ASI budget policies.

Motion passed 4-0-1

Please see attached ASI budget policies 2016-2017 for additional information.

Roll Call

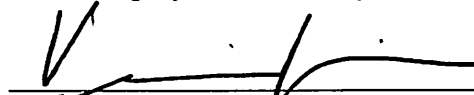
ROLL CALL VOTES		001	002
Education	Mitchell	YES	YES
HHD	Caro	YES	YES
HSS	Rodriguez	YES	YES
NSM	Schkoda	YES	YES
CBE	Kdeiss	Abstained	Abstained
Results		4-0-1	4-0-1

ANNOUNCEMENTS/MEMBERS' PRIVILEGE

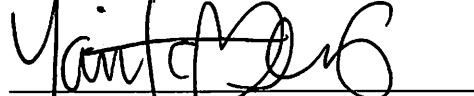
None

ADJOURNMENT

The meeting adjourned at 03:33 p.m.



Verónica Kdeiss, Vice Chair



Yanitza Berrios, President / CEO



Kristyne Robles, Recording Secretary



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A Resolution in Support of Black Student Success at California State University, Fullerton

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, who set policy for the organization, approve all funding allocations to programs and services, and advocate on behalf of student interests on committees and boards; and

WHEREAS, at the beginning of the 2016-17 academic year, the Black Student Union, an ASI-funded council of black student organizations, presented a list of concerns to university administration regarding the decline in black student enrollment, and the minimal efforts to recruit and retain black students, faculty, and staff;¹ and

WHEREAS, within the California State University system, the enrollment of black undergraduate students across the 23 campuses has declined from 5.8% of the total student population in 2004 to 4.6% of the total student population in 2013;² and

WHEREAS, for the past three years at CSU Fullerton, black student enrollment for first-time freshman was less than 450 students, with the fall semester in 2015 being at a record low of 354 students;³ and

WHEREAS, for the 2015-16 academic year at CSU Fullerton, black students made up 2.3% of the total university enrollment, which is projected to continue on a downward trend;⁴ and

WHEREAS, the enrollment, recruitment, and retention efforts of a university are tied to whether or not the university has a centralized enrollment management model; and

WHEREAS, CSU Fullerton does not currently have a strategic enrollment management model; and

¹ Interview with Black Student Union Administrative Chair, retrieved April 22, 2016

² <http://www.latimes.com/local/education/la-me-calstate-sunday-20150218-story.html> Article on demographic changes, and the recession's lingering effects contributing to the decline in black enrollment within the CSU system, retrieved April 22, 2016

³ <http://www.fullerton.edu/analyticalstudies/student/enrollments/parented.asp> Database that support data-informed decisions by providing data, research reports, models, and other analytical works that inform campus assessment, planning, and effectiveness efforts, retrieved April 22, 2016

⁴ Ibid.

WHEREAS, black faculty and staff at CSU Fullerton are also small in size, with black faculty comprising approximately 3% of the total faculty on campus outside of the African American Studies Department;⁵ and

WHEREAS, the statistics on black faculty at top-tier state and private universities are as follows: Emory (6.8 percent), Columbia University (6.2 percent), University of North Carolina, Chapel Hill (5.9 percent), University of Michigan (5.4 percent), Northwestern (4.6 percent), University of Virginia (3.8 percent), The Ohio State University (3.7 percent), Harvard (3.1 percent), University of California, Los Angeles (3 percent), Yale University (2.9 percent), and University of California, Berkeley (2.7 percent);⁶ and

WHEREAS, human development models suggest that faculty and staff, particularly those who share the same identity as their students, can help establish surroundings where students are valued, feel safe and accepted, and have social networks;⁷ and

WHEREAS, positive faculty-student relationships can combat racism, promote a healthier campus climate, and ensure student academic success, especially for black students; and

WHEREAS, the University has recognized the need to support and retain black male students in particular, and therefore has implemented a plan to hire a full-time Director for the Male Success Initiative by June 1st of 2016; and

WHEREAS, the University has recognized the need for and is committed to the development of a peer-lead mentoring program across the Diversity Initiatives and Resource Centers, beginning with a pilot in the African American Resource Center and the Chicana/o Resource Center; and

WHEREAS, the University has current yield efforts, some targeting black students, through events like Fall in Love With Fullerton Day!, the Phone Outreach Program, Welcome to CSUF Day!, and upcoming programs including a two-day Overnight Orientation Pilot Project, and the development of a Viewbook Publication to begin in Summer 2016; and

WHEREAS, the President has created Commission on Equity and Inclusion, in which members of the campus community can contribute to the campus culture around diversity; and

WHEREAS, the University has implemented a Black Excellence Committee that includes students, staff, faculty, and administration that encourage the collaboration, educational advancement, retention, campus and community involvement, and ability to impact the black community at large; therefore let it be

RESOLVED, that with the adoption of this resolution, ASI officially supports the Black Student Union in its efforts to raise awareness and prioritize the issue of black student enrollment at CSU Fullerton; and let it be further

⁵ <http://www.fullerton.edu/analyticalstudies/faculty/tenure.asp>, retrieved April 22, 2016

⁶ Straus, Valerie. (2015). Washington Post. "It's 2015. Where are all the black college faculty?" Web. <https://www.washingtonpost.com/news/answer-sheet/wp/2015/11/12/its-2015-where-are-all-the-black-college-faculty/>, retrieved April 22, 2016

⁷ Allen, W. R. (1992). The color of success: African American college student outcomes at predominantly white and historically black public college and universities. Harvard Educational Review, 64 (1), 26-44.

RESOLVED, that ASI recognizes the need to recruit and retain black students, faculty, and staff on campus; and let it be further

RESOLVED, that ASI recommends that the University implement a strategic enrollment management model, which will maximize the University's resources in yield efforts towards the recruitment, inclusion, and retention of black students; and let it be further

RESOLVED, that ASI encourages the creation of programs that will more aggressively recruit black students to CSU Fullerton; and let it be further

RESOLVED, that ASI recommends that areas within the Division of Academic Affairs and the Division of Student Affairs, particularly the Office of Admissions and Records, Office of University Outreach and New Student Programs, and Diversity Initiatives and Resource Centers, actively engage with ASI and the Black Student Union in producing or developing other solutions to prioritize black student enrollment, recruitment, and retention; and let it be further

RESOLVED, that ASI recommends that the Provost and Vice President for Human Resources, Diversity, and Inclusion work to increase the number of full-time black tenured faculty at CSU Fullerton by training deans and department chairs on the importance of representation on campus; and let it be further

RESOLVED, that ASI recommends that the Academic Senate task its committee on diversity and inclusion with exploring ways to diversify our faculty in order to create a culture of adequately addressing these important issues on campus; and let it be further

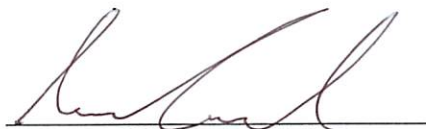
RESOLVED, that in order to ensure that adequate progress is made on the expectations outlined in this resolution, the ASI President, in collaboration with the University, shall provide one status update to the ASI Board of Directors per semester and continue until no further action is required; and let it be finally

RESOLVED, that this resolution be distributed to the California State University Board of Trustees, California State Student Association, and the following CSU Fullerton departments, divisions, and/or entities for their support and consideration: Office of the President, the Office of the Provost, the President's Advisory Board, the Academic Senate, Academic Advisement, Academic Affairs, the Office of the Vice President for Student Affairs, Office of the Vice President of Administration and Finance, Office of the Dean of Students, Division of Human Resources, Diversity and Inclusion, Office of Government and Community Relations, Office of Student Life and Leadership, The Title IX Program Administration, Office of Admissions and Records, and the Office of Diversity Initiatives and Resource Centers.

Adopted by the Board of Directors of the Associated Students, California State University, Fullerton, Inc., on the tenth day of May two thousand and sixteen.



Joseph Valencia
Chair, Board of Directors



Michael Badal
President/CEO



Gabriel Sedeño II
Vice Chair, Board of Directors



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A Resolution In Support of the Food Insecurities and Homelessness Task Force at California State University, Fullerton

WHEREAS, the CSU Chancellor's office released a report in February 2016 on research conducted regarding student hunger and homelessness stating that Phase I of the study results estimated an 8 to 12 percent of students live in unstable housing situations, and 21 to 24 percent are food insecure¹; and

WHEREAS, the research also stated approximately 11 CSU campuses already have food pantries and various other services to assist students who are homeless and/or food insecure; however, California State University, Fullerton is not amongst those campuses²; and

WHEREAS, the California State Student Association (CSSA) has begun conversations regarding food insecurities and homelessness of students within the CSU and has held workshops within their Social Justice & Equity Council (SJEC) to compare resources available to students across the 23 campuses³; and

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 committed to meeting the needs of all students; and

WHEREAS, in the Spring of 2016, ASI and University leaders collaborated to create a Food Insecurities and Homelessness Task Force to address and support the needs of homeless and food insecure students at California State University, Fullerton; therefore let it be

RESOLVED, ASI formally supports the University's Food Insecurities and Homelessness Task Force's goal to create services and programs to support CSUF students; and let it be further

RESOLVED, in addition to students appointed by the ASI President & CEO, the ASI Board of Directors Chair will assign one Board of Directors member and the ASI President & CEO will assign one executive staff member to sit on the Task force; and let it be further

¹ <http://news.calstate.edu/csu-chancellor-extends-research-study-into-student-hunger-homelessness-issues>

² <http://news.calstate.edu/csu-chancellor-extends-research-study-into-student-hunger-homelessness-issues>

³ <http://www.csustudents.org/wp-content/uploads/CSSA-BoT-Report-November-2015.pdf>



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RESOLVED, the assigned members will report two times a semester to the Board on the progress of the Task Force until the mission of the task force is completed; and let it be further

RESOLVED, that ASI will continue to prioritize Food Insecurity and Homelessness by ensuring ASI's involvement on the Task Force is active and engaged; and let it be further

RESOLVED, that the 2015-2016 ASI Board of Directors encourages the ASI Boards in the future to continue to look into what support is needed for food insecure and homeless students; and let it be finally

RESOLVED, that this resolution be distributed to the California State University Board of Trustees, California State Student Association, and the following CSU Fullerton departments, divisions, and/or entities for their support and consideration: Office of the President, the President's Advisory Board, the Academic Senate, Office of the Vice President for Student Affairs, Office of the Dean of Students, Division of Human Resources, Diversity, and Inclusion, Office of Student Life and Leadership.

Adopted by the Board of Directors of the Associated Students, California State University, Fullerton, Inc., on the tenth day of May two thousand and sixteen.

Joseph Valencia
Chair, Board of Directors

Michael Badal
President/CEO

Gabriel Sedeño II
Vice Chair, Board of Directors



A Resolution in Support of the Lesbian, Gay, Bisexual, Transgender, and Queer/Questioning Student Life at the California State University, Fullerton

WHEREAS, The Associated Students, Incorporated (ASI) of the California State University, Fullerton (CSU Fullerton) is the official voice of the students of the campus; and

WHEREAS, The role of ASI at CSU Fullerton is to facilitate participation across a spectrum of fields relating to the promotion of student life on the campus; and

WHEREAS, The increased number of negative experiences among LGBTQ students who are of college age makes them up to four times more likely to attempt suicide than their non-LGBTQ peers¹; and

WHEREAS, 23% of LGBTQ students experience harassment, 61% of transgender college students are referred to in a derogatory way, 35% of transgender students experience harassment by peers, faculty, and staff, 5% of transgender students are physically assaulted and 3% are sexually assaulted, 15% of transgender students leave university due to severity of harassment, 11% leave university due to financial hardships of being transgender, and 44% are denied service or equal treatment for public accommodations, and 41% of transgender people attempt suicide at some point in their lives²; and

WHEREAS, Goal 3 of CSU Fullerton 2013-2018 Strategic Plan seeks to develop a Diversity Action Plan to “cultivate an environment that honors differences in various forms – race, ethnicity, gender, age, disability, sexual orientation, religious or political beliefs and status within the University.”³; and

WHEREAS, The staff of the Division of Human Resources, Diversity and Inclusion at CSU Fullerton have not had complete and inclusive training on LGBTQ issues on campus⁴; and

WHEREAS, The CSU Chancellor’s Office issued an executive order which established a systemwide policy prohibiting discrimination, harassment, retaliation, sexual misconduct, dating and domestic violence, and stalking against employees and third parties, along with a systemwide procedure for addressing such complaints⁵; and

WHEREAS, The current mandatory orientations on Title IX training are created by the Chancellor’s Office and mandated by the Executive Order of the Chancellor’s Office⁶; and

¹ <http://www.thetaskforce.org/>, retrieved February 18, 2016

² <http://www.thetaskforce.org/>, retrieved February 18, 2016

³ <http://planning.fullerton.edu/resources/pdf/CSUF-Strategic-Plan.pdf>, retrieved February 18, 2016

⁴ Interview with CSU Fullerton Division of Human Resources, Diversity and Inclusion

⁵ <http://calstate.edu/EO/EO-1096.html>, retrieved February 18, 2016

⁶ Interview with CSU Fullerton Title IX Program Administration

WHEREAS, The current mandatory orientations for faculty, staff, and student employees currently implemented by the Division of Human Resources, Diversity and Inclusion includes Title IX training, but not training specific to LGBTQ issues⁷; and

WHEREAS, The current Title IX Program Administration at CSU Fullerton offers some supplementary education on LGBTQ issues relating to Title IX, however lacks funding resources for the supplementary training to be updated and implemented⁸; and

WHEREAS, Several CSUs including California State University, Long Beach, California State University, Northridge, San Francisco State University and San Diego State University have completed and been published in the Campus Pride Index which demonstrates a university's inclusiveness of the LGBTQ community⁹; and

WHEREAS, ASI Titan Recreation, CSU Fullerton Athletics, and the Club Sports program currently do not have a policy statement describing LGBTQ students' respective rights and incorporation; and

WHEREAS, The use of inclusive language is not actively encouraged by any specific part of the University; and

WHEREAS, The Office of Admissions and Records has recognized the need for self-identification of gender for students, faculty, and staff and will therefore be updating part of the system to reflect that in the 2016 Fall semester¹⁰; and

WHEREAS, The Office of Admissions and Records currently has a system in place that allows students to choose their preferred name, however it is not implemented in all systems throughout CSU Fullerton¹¹; and

WHEREAS, Renovations in the Titan Student Union have begun to create facilities such as gender inclusive restrooms in order to accommodate the diverse student, faculty, and staff at CSU Fullerton; therefore let it be

RESOLVED, ASI and its constituents, the students of the CSU Fullerton, recognize and support LGBTQ students; and let it be further

RESOLVED, in accordance with ASI's Goal 2 of the ASI 2013-2018 Strategic Plan, ASI encourages the CSU Fullerton President's Commission on Equity and Inclusion to specifically address diversity and inclusion on campus as it relates to LGBTQ students, and to advise the Division of Human Resources, Diversity and Inclusion and the Title IX Program Administration in their efforts to support and provide LGBTQ supplementary training within the Title IX program; and let it be further

⁷ Interview with CSU Fullerton Title IX Program Administration

⁸ Interview with CSU Fullerton Title IX Program Administration

⁹ <https://www.campusprideindex.org/searchresults/display/105122>, retrieved February 18, 2016

¹⁰ Interview with CSU Fullerton Office of Admissions and Records

¹¹ Interview with CSU Fullerton Office of Admissions and Records

RESOLVED, ASI recommends that the staff of Division of Human Resources, Diversity and Inclusion be trained formally and annually by an LGBTQ professional on the LGBTQ community and their distinctive challenges in order to maintain their commitment to LGBTQ students; and let it be further

RESOLVED, ASI recommends that the CSU Fullerton ASI President, University President, Division of Human Resources, Diversity and Inclusion, Title IX Program Administration, CSU Board of Trustees, and California State Student Association encourage the CSU Chancellor's Office to include LGBTQ specific training in the mandatory program administered and created by the Chancellor's Office; and let it be further

RESOLVED, ASI recommends that the CSU Fullerton Title IX Program Administration be given increased funding and support from the University to provide inclusive and updated training for faculty, staff, and student employees on LGBTQ issues pertaining to Title IX, as well as to update the Title IX web page so that it may reflect LGBTQ issues and trainings; and let it be further

RESOLVED, ASI encourages the Division of Student Affairs and the Office of Diversity Initiatives and Resources to complete the Campus Pride Index and submit a report to the Campus Pride Index and CSU Fullerton ASI Board of Directors; and let it be further

RESOLVED, ASI encourages ASI Titan Recreation, CSU Fullerton Athletics, and the Club Sports program to adopt the statement, "California State University, Fullerton is committed to creating a welcoming and diverse climate for all participants. As such all Titan Recreation, Athletics, and Club Sports staff are encouraged to participate in Safe Space training. This training familiarizes individuals with the LGBTQ population, how to be an ally, and how to create a safe and welcoming space for LGBTQ individuals to participate in the athletic and recreation community. Recreation is a vital part to a healthy lifestyle for all people and these groups are committed to diversity and inclusion of all types of students."; and let it be further

RESOLVED, ASI encourages ASI Titan Recreation, CSU Fullerton Athletics, and the Club Sports program to complete the Campus Pride Sports Index and submit a report to the Campus Pride Index and the CSU Fullerton ASI Board of Directors; and let it be further

RESOLVED, ASI encourages that the CSU Fullerton ASI President, University President, and representative of Title IX Program Administration to work closely with the Senators of Academic Senate to encourage the chairs of each department to hold in-person training of faculty to be conducted by the Title IX Program Administration regarding LGBTQ education and challenges; and let it be further

RESOLVED, ASI encourages the Senators of Academic Senate to further promote inclusive and diverse language in classroom curriculums by introducing inclusive concepts to faculty members; and let it be further

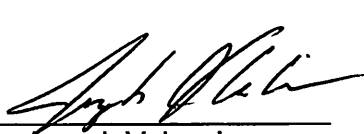
RESOLVED, ASI recommends that a policy be administered by the CSU Fullerton Office of the President that requires both the Office of Admissions and Records and the Division of Human Resources, Diversity and Inclusion to integrate the option for students, faculty, and staff to use their preferred name and self-identification of gender in all systems; and let it be further

RESOLVED, ASI encourages the inclusion of gender inclusive restrooms in the future renovation of all CSU Fullerton buildings to insure that LGBTQ students are free of the stigma associated with their perceived gender, and if gender inclusive specific facilities are not feasible, ASI encourages the exploration of alternative solutions including but not limited to the reassignment of existing facilities; and let it be further

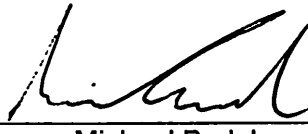
RESOLVED, In order to ensure that adequate progress is made on the expectations outlined in this resolution, the ASI President shall provide two status updates to the ASI Board of Directors per semester and continue until no further action is required; and let it be finally

RESOLVED, that this resolution be distributed to the California State University Board of Trustees, California State Student Association, and the following CSU Fullerton departments, divisions, and/or entities for their support and consideration: Office of the President, the President's Advisory Board, the Academic Senate, Office of the Vice President for Student Affairs, Office of the Vice President of Administration and Finance, Office of the Dean of Students, Division of Human Resources, Diversity and Inclusion, Office of Government and Community Relations, Office of Student Life and Leadership, The Title IX Program Administration, Office of Admissions and Records, and the Office of Diversity Initiatives and Resource Centers, and the CSU Fullerton Auxiliary Service Corporation (ASC).

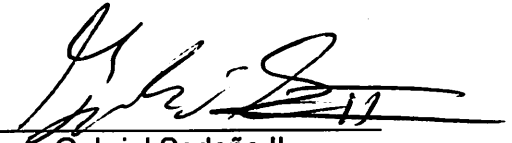
Adopted by the Board of Directors of the Associated Students, California State University, Fullerton, Inc., on the first day of March in the year two thousand sixteen.



Joseph Valencia
Chair, Board of Directors



Michael Badal
President/CEO



Gabriel Sedeño II
Vice Chair, Board of Directors

BYLAWS FOR THE REGULATIONS,
EXCEPT AS OTHERWISE PROVIDED BY STATUTE OF ITS
ARTICLES OF INCORPORATION, OF
THE ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY FULLERTON

ARTICLE IV ASI BOARD OF DIRECTORS

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

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

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

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

- a. the ASI President,
- b. the ASI Executive Vice President,
- c. the ASI Vice President of Finance,
- d. the ASI Chief Administrative Officer,
- e. the ASI Chief Governmental Officer,
- f. the ASI Chief Communications Officer, and
- g. the ASI Executive Director.

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

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

Clause 2. The ASI Board of Directors may amend Bylaws only by two-thirds of voting members.

Clause 3. The ASI Board of Directors shall adopt by a majority vote such policies as it deems necessary for procedural and administrative purposes.

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

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Clause 4. Committees

- a. The ASI Board of Directors (hereinafter referred to as “the Board”) shall establish such committees as it deems necessary to study and make recommendations on proposals referred to them.
 - (1) The ASI Board of Directors shall determine by a majority vote the size and composition of all special or ad hoc committees.
- b. The ASI President or designee, ASI Executive Vice President or designee, the Chair of the Board or designee, and ASI Executive Director or designee shall serve as exofficio members on all ASI special, ad hoc, and standing committees, except the Audit Committee.
- c. All standing committees should be made up of members of the Board, *unless specified*, and each committee should include no more than one Board member from each college.
- d. All ASI Committees shall be composed of at least a majority of students. The chairs of ASI committees must be students. The chair and ex-officio members shall not be counted when determining if a committee is composed of at least a majority of students.
- e. Standing committees shall include the Audit Committee, Children’s Center Advisory Committee, Finance Committee, and Documents and Bylaws Committee.
 - (1) The Audit Committee shall be composed of four (4) members of the board, one (1) member of the ASI Finance Committee, and one (1) voting member of the Titan Student Centers Governing Board. The previously stated members must be students. Other voting members of the committee shall include two (2) members from the campus community. All members must be approved by the Board with a majority vote. No members may be staff or unpaid volunteers in operational positions of the organization (ASI). Additionally, no members from an organization that has financial interest in the ASI may serve on the committee. The Board shall appoint one of the four (4) members of the Board to serve as chair of the committee.
 - (i) The Audit Committee has five (5) areas of responsibilities: (1) to make recommendations to the Board regarding the selection and retention of the independent auditor (including compensation), (2) to confer with the auditor to determine that the financial affairs of the Associated Students, CSUF, Inc. (ASI) are in order, (3) to review and determine whether or not to accept the audit, (4) to ensure that any non-audit services performed by the auditing firm conform to standards of auditor independence, (5) and to approve the performance on non-audit services by the auditing firm.
 - (ii) 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, and risk characteristics. During the audit, the Audit Committee, along with management and the independent auditor will review the policies and

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procedures of the ASI in order to reasonable ensure the adequacy of internal controls over administration, accounting compliance with all governing laws and regulations, 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.

- (iii) The Chair of the Audit Committee will prepare a report for the Board that will include, but not be limited to the following: present the opinion of the independent auditor as to the quality of the ASI financial land accounting processes and any recommendations that the independent auditor may have, indicate how any issued described in the management letter are immediately addressed by ASI management, detail discussions with management on the status 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, and report on the discharge of the committee's responsibilities.
- (2) The purpose of the Children's Center Advisory Committee (hereinafter referred to as the "CC") is to provide a forum at which all constituents of the CC may discuss issues relating to the operation of the program. The CC shall be composed of the following: one (1) current student-parent who utilizes the CC, one (1) current faculty/staff parent who utilizes the CC, one (1) University President's Appointee, one (1) Academic Senate Appointee, and three (3) members of the Board. The Board shall appoint one of the three (3) members of the Board to serve as chair of the committee.
- (i) The CC reviews and makes recommendations to the Board, 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 CSUF entities and with community entities, management issues brought by the Children's Center Director for discussion and input, agenda items brought by members, and, in addition, the CC may make recommendations to the University President regarding childcare issues pertaining to faculty and staff as appropriate.
- (3) The Finance Committee shall hold hearings on all proposed accounts and shall refer its budget recommendations to the Board. The Board shall act on the Finance Committee's recommendations and send them to the University President for approval. The Finance Committee shall be composed of four (4) members of the Board and the Vice Chair of the Board/Treasurer. The Vice Chair of the Board/Treasurer shall chair the Finance Committee. (The preceding paragraph shall be in effect after June 1, 2017).

The Finance Committee shall hold hearings on all proposed accounts and shall refer its budget recommendations to the Board. The Board shall act on the Finance Committee's recommendations and send them to the University President for approval. The Finance Committee shall be composed of four (4) members of the

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Board and the Vice President of Finance/Treasurer. The Vice President of Finance/Treasurer shall chair the Finance Committee. [The preceding paragraph shall be in effect from June 1, 2016 – May 31, 2017, after which this paragraph will sunset and be replaced by the paragraph above (Article IV, Section 2, Clause 4,e,3)].

- (4) The Documents and Bylaws Committee shall make recommendations concerning policy, bylaws, and the articles of incorporation to the Board. The Documents and Bylaws Committee shall be composed of five (5) members of the Board. The Vice Chair of the Board/Secretary shall chair the Documents and Bylaws Committee.

Clause 5. Appointments

- a. The ASI Board of Directors shall confirm by a majority vote all presidential appointments to positions that receive financial awards, scholarships, or any other material compensation for service.
- b. The Vice President of Finance, Chief Administrative Officer, Chief Governmental Officer, and Chief Communications Officer shall be confirmed by a majority vote of the ASI Board of Directors and shall be known as the Executive Staff.
- c. The ASI Board of Directors may remove presidential appointments by a two-thirds vote with the exception of the members of the Executive Staff.
- d. The ASI Board of Directors may override with a two-thirds vote any decision of the ASI President to remove and/or replace any presidential appointment with the exception of members of the Executive Staff.

Clause 6. The ASI Board of Directors may authorize any officer, agent, or director to enter into any contract or execute any instrument in the name of and on behalf of the Corporation. Such authority is confined to a specific instance; and unless so authorized by the ASI Board of Directors, no officer, agent, director, or employee will have any power or authority to bind the Corporation by contract or engagement, or to pledge its credit, or to render it liable for any purpose of any amount.

- a. The maximum amount of a contract shall be determined by the ASI Board of Directors. No contract shall extend beyond the current fiscal year.
- b. The ASI Executive Director, as an agent of the ASI Board of Directors, is authorized to execute contracts on behalf of the ASI 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 ASI Board of Directors.
- c. The ASI Board of Directors may establish an ad hoc committee to act on behalf of the ASI Board of Directors in making contracts for up to \$10,000 when the ASI Board of Directors is unable to establish quorum. The ad hoc committee shall

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consist of the ASI President, the Vice President of Finance, five Directors, and the ASI Executive Director.

Clause 7. The Board may override any presidential veto by a two-thirds vote within fourteen (14) legal days of the veto.

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

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

Section 4. **VACANCIES -- DIRECTORS**

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

Clause 2. Vacancies reduce quorum.

Clause 3. In the event of a vacancy in which ASI Policy Statement #109 cannot be followed, the Documents and Bylaws Committee shall appoint a Director subject to a majority vote approval by the ASI Board of Directors. The following students are eligible for appointment:

- a. students declared in the academic college in which the vacancy exists,
- b. undeclared students,
- c. students with multiple majors as long as one of the majors is in the academic college where the vacancy exists, and
- d. students with multiple minors as long as one of the minors is in the academic college where the vacancy exists.

Clause 4. In addition to the Clause 3a through 3d, a Director appointed to the College of Education may also qualify by meeting the requirements in Article XI, Section 2, Clause 4 of these Bylaws.

Clause 5. Directors appointed per Article IV, Section 4 of these Bylaws or ASI Policy Statement #109 shall serve until May 31.

Section 5. **ATTENDANCE POLICY**

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

Clause 2. Excused absences for due cause

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- a. Due cause shall be defined as:
 - (1) absences due to participation in an official University-recognized program at which the member's attendance is required (limited to two (2) excused absences per semester);
 - (2) absences due to illness of a Director or a member of his or her immediate family who requires the Director's care or for bereavement of a Director's immediate family member;
 - (3) absences due to requirements of official ASI business; or
 - (4) absences due to individual circumstances; due cause and excusableness are to be determined by the ASI Board of Directors on a case-by-case basis.
- b. Absence due to scheduled classes are not excused absences.
- c. For an absence to be excused, the Chair must be notified prior to the meeting unless the Director is physically unable to do so.
- d. Excusal for an absence with due cause may only be granted by a majority vote of the ASI Board of Directors.

Clause 3. Intercession, fall break, spring break, legal holidays, and the last week of instruction shall not be used in computing attendance.

- a. Two (2) unexcused absences during the summer meetings shall be computed as one (1) unexcused absence toward the attendance record.

Clause 4. Absent members shall not have voting privileges nor shall they be counted in quorum.

Clause 5. Attendance policy for standing committee meetings

- a. If a member's attendance at one standing committee meeting impedes his or her ability to attend another standing committee meeting, then that member will be excused from the meeting he or she was unable to attend.
- b. It is a member's responsibility to request an excused absence from each standing committee meeting that he or she is unable to attend.
- c. 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 in Article IV, Section 8, Clause 2, a, (2) of these Bylaws or at a time previously agreed to by that member.
- d. A member may only be counted as absent from a standing committee if that member was properly notified of the time and venue of the meeting. "Properly notified" being defined as at least twenty-four (24) hours notice.

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Section 6. REMOVAL

Clause 1. Removal for failure to meet academic qualifications

- a. A Director shall be removed from office if at any time during his or her tenure in office he or she fails to meet the academic qualifications as set forth in Article XI of these Bylaws or in current directive(s) from the chancellor's office.

Clause 2. Removal for failure to meet attendance requirements

- a. Directors are charged with the specific trust of representing their student constituency. Failure to attend regularly scheduled ASI Board of Directors meetings and/or meetings of the committee or council in which they are assigned without showing due cause shall be considered a violation of that trust and grounds for removal from office. The Chair of the ASI Board of Directors shall be responsible for initiating the removal process.
- b. A Director shall be removed if he or she misses any of the following in one semester without due cause (as defined in Article IV, Section 5, Clause 2):
 - (1) two consecutive ASI Board of Directors meetings,
 - (2) two consecutive meetings of the standing committee to which they are assigned,
 - (3) two consecutive meetings of the council to which they are assigned,
 - (4) three ASI Board of Directors meetings, or
 - (5) a total of three meetings of the committees or councils to which they are assigned.

Clause 3. Appeals

- a. A Director can appeal his or her removal by the next regularly scheduled ASI Board of Directors meeting immediately following the Director's removal. Appeals must be submitted in writing. Reinstatement requires a two-thirds vote of the ASI Board of Directors.

Section 7. RESIGNATION In the event a Director should resign, written notice of his or her resignation should be submitted to the Chair.

Section 8. MEETINGS (pursuant to Education Code Sections 89305 to 89307.4)

- Clause 1. The ASI Board of Directors and all of its committees, the Titan Student Union Governing Board and all of its committees, and all funding councils shall conduct their business in duly noticed public meetings and are required to comply with all provisions of the Gloria Romero Open Meetings Act (Education Code Sections 89305 to 89307.4) as outlined in these Bylaws. Any person may attend any of these meetings except as otherwise outlined in section 89305.1(b)(1)(B)(i)-(iv) of the California State Education Code.

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Clause 2. Regular Meetings

a. Schedule

- (1) The ASI Board of Directors shall hold regular meetings throughout the academic year beginning with the first week of instruction. The meetings will be held every Tuesday from 1:15 P.M. to approximately 3:45 P.M. The ASI Board of Directors will hold summer meetings; the times and dates shall be decided upon by the majority of the ASI Board of Directors.
- (2) Standing committees shall hold regular meetings throughout the academic year. The regular meetings of the Finance and Documents and Bylaws Committees will be held on Thursdays from 1:15 P.M. to 3:45 P.M. The Audit Committee shall convene at least two times annually. The Children's Center Committee shall convene at least four times annually.
- (3) All funding councils shall establish annually a schedule for regular meetings at their first meeting of the academic year and post notice and agenda for such regular meetings as required hereinafter.
- (4) 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).

b. Written Notice /Agenda

- (1) Written notice of every regular meeting shall be given at least seventy-two (72) hours prior to the date set for the meeting. The written notice shall consist of the agenda for the meeting. The agenda shall contain brief descriptions (twenty (20) words or less) of each item of business to be acted upon or discussed at the meeting including items to be discussed in closed session (if any). The agenda shall also specify the date, time, and location of the meeting and provide opportunity for members of the public to directly address the items on the agenda during Public Speaking Time.
 - (a) Such written notice shall be mailed to any individual or medium that has filed a written request for notice. Any request for notice filed pursuant to this section shall be valid for one year from the date on which it is filed unless a renewal request is filed. Copies of the agenda shall also be available from the ASI Executive Assistant to any person requesting the same in person.
 - (b) During the academic year, written notice to a student Director of the ASI Board of Directors shall consist of placing the agenda in each Director's mailbox in TSU-270. This action shall be the responsibility of the Vice Chair, and it is the responsibility of each Director to check his or her mailbox daily.

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- (c) During the academic year, ex-officio student members shall have agendas placed in their mailboxes in TSU-207. This action is the responsibility of the Executive Offices clerical staff.
- (d) During the academic year, non-student members of the ASI Board of Directors shall have their agendas delivered in one of the following ways: by email, through campus mail, placed in their mailboxes, or handdelivered to their offices. This action is the responsibility of the Executive Offices clerical staff.

- (2) Public notice of regular meetings shall consist of the meeting agenda being posted conspicuously in the ASI Executive Offices and in locations that are freely accessible to members of the public (pursuant to Education Code Section 89305.5).

c. Action/Discussion on Items Not Appearing on the Posted Agenda

No action or discussion shall be taken on any item not appearing on the posted agenda except in response to public testimony or under emergency condition as provided in Education Code Section 89305.5(c). Please also refer to ASI Policy Statement #116 for more information.

d. Public Comment

Every agenda shall provide an opportunity for members of the public to directly address the ASI Board of Directors, committee, or funding council on any item affecting higher education. This is subject to each entity's reasonable regulations on time, security, and order. Please refer to ASI Policy Statement #111 for more information.

- (1) The Chair may enforce a fifteen (15) minute maximum time limit on the public speakers section of the agenda unless the ASI Board of Directors waives this limit by majority vote.

Clause 3. Special Meetings

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

A special meeting may be called by providing written notice at least twenty-four (24) hours prior to the meeting. Notice must be delivered personally or by mail to each member of the ASI Board of Directors or standing committee, whichever is calling the meeting. Notice must also be delivered personally or by mail to any medium or party directly affected by the meeting and to any individual or medium that has requested notice in writing.

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- (1) Such notice shall specify the time and place of the special meeting and a brief description (twenty (20) words or less) of each item of business to be transacted.
- (2) No other business shall be considered at these meetings.
- (3) A written notice is not required for any member who provides the ASI Executive Assistant with a waiver of written notice prior to the time the meeting convenes.

d. Emergency Meetings

In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the ASI Board of Directors may hold an emergency meeting without complying with the twenty-four (24) hour notice requirement and/or the twenty-four (24) hour posting requirement of this section so long as the ASI Board of Directors provides a minimum of one-hour notification by telephone (if telephone services are functional) to the public media and complies with Education Code Sections 89306.5(c) and (d). Please also refer to ASI Policy Statement #116 for additional information.

Clause 4. Quorum and Voting Privileges

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

Clause 5. Closed Meetings

- a. The ASI Board of Directors, committee, or funding council 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:
 - (1) negotiations relative to real property, or
 - (2) certain litigation pursuant to advice of legal counsel, or
 - (3) certain employment matters, or
 - (4) collective bargaining, or
 - (5) certain matters relating to a particular employee (unless the employee requests a public hearing), or

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- (6) to confer with law enforcement officials, or
 - (7) such other matters as specifically enumerated in Education Code Section 89307.
- b. For the purposes of the above section, "employee" shall not include any person elected or appointed to office.
 - c. Prior to holding any closed meeting, the ASI Board of Directors, committee, or funding council 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 meeting.
 - d. Immediately after any closed meeting, the ASI Board of Directors, committee, or funding council shall reconvene into a public regular meeting prior to adjournment and make disclosure of what actions, if any, were taken in the closed meeting.

Section 9. ACTION

- Clause 1. The ASI Board of Directors, committees, and funding councils shall not take action on any item unless notice and agenda of the meeting where the item will be discussed and acted upon has been legally provided for under the Education Code and all other appropriate law or unless an emergency situation exists. Please also refer to ASI Policy Statement #116 for more information.
- Clause 2. Any action taken by the ASI Board of Directors excluding internal committee appointments and election of the Chair and Vice Chair of the ASI Board of Directors must be submitted to the ASI President for approval. Action becomes effective upon the signature of the ASI President or within nine (9) legal days if not vetoed in writing. The ASI Board of Directors may override any presidential veto by a two-thirds vote within fourteen (14) legal days of the ASI Board of Directors' written receipt of a veto.

Section 10. CHAIR OF THE ASI BOARD OF DIRECTORS

- Clause 1. Election and term of office
 - a. The ASI Board of Directors shall elect by a majority vote a Director who will serve as Chair.
 - b. This election shall be held at the first meeting in June and the last meeting of the fall semester.
 - c. The Chair elected at the first meeting in June shall serve from that meeting through December 31. The Chair elected at the last meeting of the fall semester shall serve from January 1 through the first meeting in June. The ASI President shall serve as Chair in the absence of the Chair and Vice-Chair.
- Clause 2. The Chair shall appoint each member of the ASI Board of Directors to serve on at least one ASI Standing Committee or act as a liaison to one of the following: ASI

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Programming Boards (AICA, TTF, ASIP), funded councils (Mesa Cooperativa, the Black Student Union, the Resident Student Association, the Inter Fraternity Council, the National Panhellenic Council, Panhellenic, the Multi Cultural Greek Council), or a funding council (CSICC, SCICC) no later than three (3) legal business days before the first meeting of the fall and spring semesters except the Audit Committee. Members of the ASI Board of Directors to serve on the Audit Committee shall be appointed by the ASI Board of Directors.

- Clause 3. The Chair, working with the Vice Chair and the Director of Leader and Program Development, shall be charged with developing a curriculum to be discussed at Board of Directors retreats, additional board development training, and other internal issues related to the board.
- Clause 4. The Chair shall serve as an ex-officio member of all ASI committees except the Audit Committee.
- Clause 5. The Chair or a Director designated by the Chair shall serve as representative of the ASI Board of Directors on the Titan Student Centers Governing Board, the Student Athletics Advisory Council and the Academic Senate. The Chair or the Chair's designee shall serve for one year or the duration of the position providing he or she remains a member of the ASI Board of Directors during that period. If the ASI Board of Directors representative is unable to complete his or her term, the Chair shall select a representative to complete the vacated position within ten days after the position is declared vacant.
- Clause 6. The Chair shall be responsible for maintaining and keeping up to date the information in the ASI Board of Director's Handbook.
- Clause 7. Removal of the Chair shall occur by a two-thirds vote of the ASI Board of Directors or in the event that the Chair loses his or her position as Director.
- Clause 8. In the event the Chair should resign, a written notice of his or her resignation shall be submitted to the ASI President and to the ASI Board of Directors.
- Clause 9. In the event of a vacancy in the position of Chair through resignation, removal, recall, ineligibility, or death, the Vice-Chair shall assume the position of the Chair, and a new Vice-Chair shall be elected by the Board of Directors at the following meeting at which the vacancy is announced.

Section 11. VICE-CHAIR AND SECRETARY/TREASURER OF THE ASI BOARD OF DIRECTORS

- Clause 1. Election and term of office
 - a. The ASI Board of Directors shall elect by a majority vote a Director who shall serve as Vice-Chair and Secretary/Treasurer for the ASI Board of Directors (hereafter referred to as Vice-Chair).
 - b. This election shall be held at the first meeting in June and the last meeting of the fall semester.

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- c. The Vice-Chair elected at the first meeting in June shall serve from that meeting through December 31. The Vice-Chair elected at the last meeting of the fall semester shall serve from January 1 through the first meeting in June.

Clause 2. The Vice-Chair shall preside in the absence of the Chair.

Clause 3. The Vice-Chair shall serve as the Chair of the Documents and Bylaws Committee.

Clause ~~34~~. The Vice-Chair shall be responsible for maintaining/organizing the ASI Board of Directors' Office (TSU 270).

Clause ~~45~~. The Vice-Chair shall be responsible for monitoring and making sure basic lines of communication are established and functioning among the ASI Board of Directors and its constituents.

Clause ~~56~~. The Vice-Chair shall be responsible for distributing all paperwork pertaining to meetings in a timely fashion to the respective members of the ASI Board of Directors.

Clause ~~67~~. The Vice Chair shall assist the Chair in developing a curriculum to be discussed at Board of Directors retreats, additional board development training, and other internal issues related to the board.

Clause ~~78~~. The Vice-Chair shall be responsible for helping the ASI Board of Directors Chair maintain and keep up to date the information in the ASI Board of Director's Handbook.

Clause ~~89~~. The Vice-Chair shall be responsible to respond as the custodian of records for the ASI Board of Directors.

Clause ~~910~~. The Vice-Chair shall be responsible for certification of all records of the ASI Board of Directors when requested and to execute documents on behalf of the Board as required for legal documents.

Clause ~~4011~~. The Vice-Chair shall be responsible to oversee the distribution of the minutes, agendas, and records for the ASI Board of Directors.

Clause ~~4412~~. Removal of the Vice-Chair shall occur by a two-thirds vote of the ASI Board of Directors or in the event that the Vice-Chair loses his or her position as Director.

Clause ~~4213~~. In the event the Vice-Chair should resign, a written notice of his or her resignation shall be submitted to the Chair and to the ASI Board of Directors.

Clause ~~4314~~. In the event of a vacancy in the position of Vice-Chair through resignation, removal, recall, ineligibility, or death, a new Vice-Chair shall be elected at the meeting at which the vacancy is announced.

Budget Policies

14. For Executive Senate:

A. Councils and member organizations may not receive ASI funding from more than one source per travel item or event. There will be no exceptions to this policy.

B. The Finance Committee and the Board of Directors must approve any single expenditure equal to or greater than \$5,000. Finance Committee approval only is necessary when the purchase of one or more items is being requested from a single vendor where the total cost of the items is \$5,000 or more.

C. Executive Senate organizations may spend a maximum of \$250 of student fees for a banquet or year-end event for members of the particular council or program. This figure does not include awards for members. Executive Senate banquets may be held off-campus without approval from the ASI Finance Committee and Board of Directors. ASI shall not fund banquets or year-end events for individual clubs and organizations. Any exceptions must be approved by the Vice President of Finance in written form.

D. All programmed events must be held on campus, unless approved by the Finance Committee and the Board of Directors, with the exception of Executive Senate banquets.

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D. All programmed events must be held on campus, with the exception of Executive Senate banquets. The Vice President of Finance and the Board of Directors Chair may approve off campus events that are within fifteen miles of campus and have a cost of \$5,000 or less, otherwise, Finance Committee and Board of Directors approval will be required.