





## Minutes

### Governance Committee

 Thu October 6th, 2022

 2:30pm - 3:45pm PDT

 ASI Boardroom - Titan Student Union

 **In Attendance**

#### 1. **Call to Order**

Diaz, Chair, called the meeting to order at 2:37 pm.

#### 2. **Roll Call**

Members Present: Butorac, Diaz, Ruelas, Windover

Members Absent: Vences

Liaisons Present: Awadalla, Galvan, Nettles

Liaisons Absent: None

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 start 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.

#### 3. **Approval of Agenda**

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

#### **4. Approval of Minutes**

**Decision: (Vences-m/Ruelas-s) The 09/22/2022 Governance Committee Meeting Minutes were approved by unanimous consent.**

##### **a. 9/22/2022 Governance Committee Meeting**

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

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

Ramon Aquino came to share his support for Heather Solis, a candidate for the Director of Communications vacant position.

- Aquino shared the accolades of the candidate.

#### **6. Reports**

##### **a. Chair**

Diaz, Chair, did not provide a report but did inform members of important items when conducting reviews for the candidates.

##### **b. Director, Student Government**

Nettles, Director of Student Government, provided highlights from her written report.

#### **7. Unfinished Business**

##### **a. Action: Appointment for the Director for the College of Communication**

*The Committee will consider appointing an applicant to fill the vacancy on the ASI Board of Directors for the College of Communications effective immediately through May 31, 2023.*

**GOV 005 22/23 (Butorac-m/Windover-s) The committee will consider appointing an applicant to fill the vacancy on the ASI Board of Directors for the College of Communications effective immediately through May 31, 2023.**

Diaz yielded the floor to Nettles to review the candidate and selection process.

Nettles reviewed the candidates' qualifications and introduced the candidate.

Diaz opened the floor to Amie Arellano to share.

Amie Arellano shared her experience and drive to apply for this position.

- Amie shared information about her academic career and her drive to work with ASI.
- Amie is a second-year student and wants to be able to support students early in their college careers like her. She also wants to support women and members of the Hispanic Community.

Diaz opened the floor to Heather Solis to share.

Heather Solis shared her experience and drive to apply for this position.

- Solis provided information on her personal life and experience at CSUF.
- Solis shared this is her last year and would like to help students really enjoy their experience.
- Solis said that due to COVID she is really driven to bring more sentimental experiences to campus since people were gone for so long.

Diaz opened the floor to questions for Nettles and the candidates.

Butorac asked the candidates how they define their strengths and weaknesses and how they plan to incorporate themselves into the Board. Arellano shared that she can be a procrastinator but tends to thrive under pressure. Arellano feels that she is also very good at communicating with students. Solis shared that her weakness is that she is sometimes unable to ask for help, but has been working on it. Solis also shared that a strength she has is being able to get along with a lot of different people without having drama. Solis feels this is a very important strength since a lot of ASI Work is collaborative.

Windover asked Arellano what qualities she feels like make her a strong leader. Arellano shared that she has volunteered with community programs and has operated as the secretary for clubs she was a part of in the past.

Ruelas asked Solis what ideas she will bring to the table if elected. Solis shared that she is a fourth-year and has tried to do many things and started to think outside of the box when it comes to promotions. Solis shared some of her out-of-the-box ideas that she thinks would be impactful.

Diaz asked what problems in their college they would like to change or what improvements they would like to bring. Solis feels that when it came time to train, people did not know what would be needed. Solis would like to help members of leadership in the college improve their functioning. Arellano said that although she is still new to the program she feels like outreach could be improved. She feels that there are many programs that would benefit from additional outreach and promotion.

Galvan asked the candidates about their availability for the Student Government Meetings and Committees. Both Arellano and Solis said they are available during those times.

Ruelas asked candidates to share a time they resolved concerns and what methods they used. Solis shared information about an experience she had while working with CICC. Arellano share information about an experience she had in AVID as treasurer.

Vences asked how the candidates deal with time management under stress. Arellano said that she can be an overthinker and over-planner but utilizes her To-Do Lists; she said when she sees the accomplishments it helps to calm her as does calling her family. Solis said she will distract herself with something else for a while to take her mind off of the stressors. Solis said she will take a break, like a walk, before returning to the item.

Butorac asked the candidates what they think being in this position will have done for them a year from now. Arellano said she sees herself having new opportunities and more trust with her students. Solis hopes that she will have learned more about herself and more areas she can improve. Solis expects to graduate and does not necessarily see more opportunities on campus.

Ruelas asked how the candidates see diversity in their agenda. Arellano said she does not see many Hispanic students involved but wants to be able to advocate for them and get them more involved in events. Solis shared that she would want to get more visibility to the chapters in her college. Solis shared the diversity among the chapters and added that these groups accept members outside of their supporting or target demographics.

Ruelas asked the candidates how they would apply their soft skills and hard skills in ASI. Solis shared that she has worked with different programs on campus and has learned hard skills through them. Solis said she would feel comfortable and confident using those skills and speaking with students and programs. Arellano feels that planning to be on campus for the next few years would assist her in this role when it comes to connecting with members of her college long-term. Arellano also feels that her being willing to speak with anybody would be beneficial to her as well.

Diaz opened the floor to discussion and invited the candidate to leave the room while the committee discussed. The candidates chose to stay.

Windover shared that she likes how Arellano could recognize issues within the college surrounding outreach since this is an issue across all colleges at CSUF.

Galvan believes that both candidates are well qualified and shared that Solis has a lot of experience but believes that Arellano, being early in her college career at CSUF, would be able to continue to contribute to ASI in future years. Galvan shared she works with Arellano on another council as well.

Diaz wanted members to recognize that candidates' student government experience prior to their time at CSUF should also be recognized.

Butorac likes how both candidates want to step up to the plate and take on work at ASI.

Ruelas feels that diversity, empowerment, and potential change are important for now and the future. Ruelas said he was focused more on what candidates want to do and more concrete plans for such. Ruelas said he was definitely looking into time and experience in the college.

Awadalla shared that she agrees both candidates are well-qualified and concurs with the points made by Galvan supporting Arellano.

Windover shared that the majority of the Board is upperclassmen and feels that having a second-year would be helpful as well. Windover feels that it's important to go over the pros and cons.

Vences said that she sees herself in the same position as Arellano and applauds her for pursuing a position on the Board of Directors as a second-year.

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

**Decision: GOV 005 22/23 (Butorac-m/Windover-s) Arellano received 4 votes. Solis received 0 votes. There was one abstention. The motion to appoint Amie Arellano to fill the vacancy on the ASI Board of Directors for the College of Communications effective immediately through May 31, 2023, was adopted.**

## 8. New Business

### a. Action: Resolution Amending ASI Policy Concerning Board of Directors Operations

*The Committee will consider approving the Resolution Amending ASI Policy Concerning Board of Directors Operations*

**GOV 06 22/23 (Butorac-m/Windover-s) The Committee will consider approving the Resolution Amending ASI Policy Concerning Board of Directors Operations**

Diaz yielded the floor to Drew Wiley to review the resolution.

Wiley reiterated the changes to the policy he reviewed in the previous Governance Committee Meeting.

Wiley provided additional details regarding the specific changes they would like to make.

Diaz opened the floor to questions and discussion. There were no questions or points of discussion.

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

**Decision: GOV 06 22/23 (Butorac-m/Windover-s) Roll Call Vote: 5-0-0  
The Resolution Amending ASI Policy Concerning Board of  
Directors Operations has been adopted.**

## 9. Announcements/Member's Privilege

Awadalla shared information on:

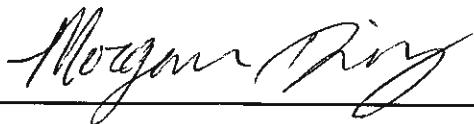
- An SJEC Event next week.
- A traditional Palestinian Embroidery Workshop.

Nettles thanked members for their work to fill the Board positions.

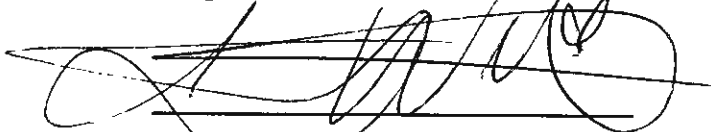
Ruelas invited members to take care of their mental health.

## 10. Adjournment

Morgan Diaz, Chair, adjourned the meeting at 3:43 p.m.



Morgan Diaz, Governance Committee Chair



Crystal Washington, Recording Secretary

## Roll Call 2021-2022

10/06/2023 Governance Committee Roll Call

Attendance	Board Members			
			Present	Absent
CBE	BUTORAC	MICHAEL	1	
CHAIR/VICE CHAIR/ARTS	DIAZ	MORGAN	1	
COMM	RUELAS	ALAN	1	
HHD	VENCES	BERNICE	1	
NSM	WINDOVER	SOPHIE	1	
			Present	Absent
			5	0

Attendance	Liaisons			
			Present	Absent
CIDO	AWADALLA	MAYSEM	1	
CHAIR (HHD)	GALVAN	ISABELLA	1	
DIR STU GOVT	NETTLES	ASHA	1	
			Present	Absent
			3	0

\*Recording Secretary: Crystaal Washington

Roll Call Votes	start 005		Round One			006 - 'Resolution Amending ASI Policy		
			Arellano	Solis	Abstain	Yes	No	Abstain
CBE	BUTORAC	MICHAEL	1			1		
COMM	RUELAS	ALAN	1			1		
HHD	VENCES	BERNICE	1			1		
NSM	WINDOVER	SOPHIE	1			1		
CHAIR/VICE CHAIR/ARTS	DIAZ	MORGAN			1	1		
			Arellano	Solis	Abstain	Yes	No	Abstain
			4	0	1	5	0	0

# Aime Arellano

2nd year Communications  
major

Applying for Board of  
Directors for College of  
Communications



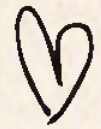


# Skills

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- I am strong leader and a good public speaker



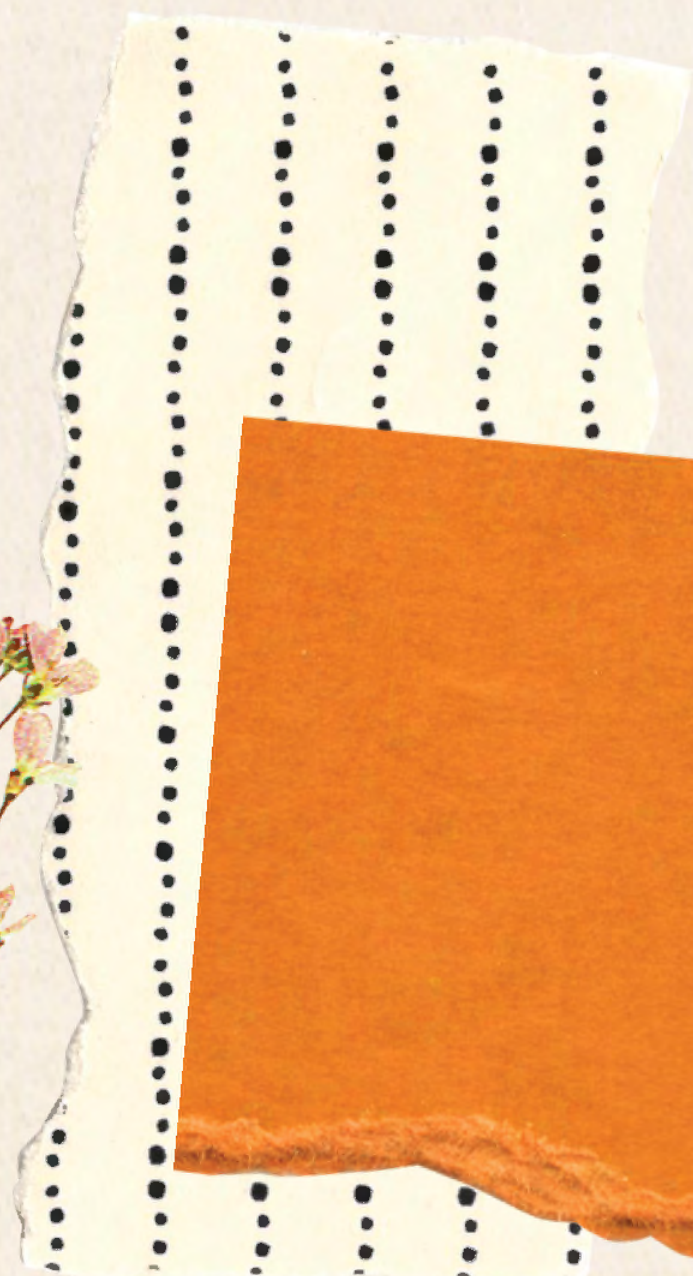
- I am bilingual



- I will advocate for the students and relay back any concerns they have

- I am creative

- Currently getting involved in Ballet Folklorico, Latino Journalists, and Al Dia



*Thank  
you!*

## ASI Board of Directors Vacancy Application 2022-23

COMPLETE

#6

This application is for vacant seats on the Associated Students, CSUF, Incorporated Board of Directors.

Available Seat(s):

- 1 Director seat(s) Representing the College of Communication
- 1 Director seat(s) Representing the College of Natural Sciences & Mathematics  
(Term for 2022-2023 School Year --- from date of appointment through May 31, 2023)

PLEASE NOTE: Interviews are schedule during a meeting of the ASI Governance Committee, which meets on Thursdays at 2:30pm. Applicants will be contacted after submitting the application and having eligibility verified to confirm an interview.

Eligibility:

1. Applicant must meet the eligibility and qualification requirements as stated in the bylaws:

-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
- d. students with multiple minors as long as one of the minors is in the academic college where the vacancy exists

-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.

-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 that number of units will no longer be eligible for office.

-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.

-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 CSUF must have earned a total of twelve (12) units during his or her 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.

-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.

2. Must be able to attend weekly Board of Directors meetings during semesters (Tuesdays 1:15pm-3:45pm)

3. May be required to attend weekly ASI Committee meetings (Thursdays 1:15pm-3:45pm)
4. May be required to attend other group, council, and/or commission meetings, as assigned (TBD for 2022-2023 school year)
5. Must be able to attend college Inter-Club Council meetings (TBD for 2022-2023 school year)

General Responsibilities:

1. Act as a liaison between ASI and college constituents
2. Communicate regularly with clubs, organizations, and the Inter-Club Council within your college
3. Meet regularly with college Assistant Dean for Student Affairs
4. Make appropriate decisions on issues affecting CSUF students and the corporation of Associated Students

Successful applicant will be awarded a Student Leadership Scholarship.

CREATED



PUBLIC

Sep 27th 2022, 8:49:16 am

**\* CERTIFICATION OF ACADEMIC PROGRESS REQUIRED FOR APPLICATIONS** Applicants for office in the Associated Students, CSUF, Inc. must meet academic and university requirements to be to hold office. The form below is intended to present the majority of these requirements and to expedite the procedure whereby your application and continuing eligibility can be verified. For a complete statement of qualifications, please see Article X of the ASI Bylaws. **REQUIREMENTS OF APPLICANT:** All applicants must have been enrolled at CSUF for at least one semester, must be in good standing with the university, must not be on probation, and must have earned a CSUF semester grade point average of 2.0 in the past semester and have a CSUF cumulative grade point average of 2.5 for all classes at CSUF. In addition, all Board of Directors candidates must be enrolled in the college for which they are running or meet any special qualifications, as stated in the ASI Bylaws. **ACADEMIC REQUIREMENTS WHILE HOLDING OFFICE:** Undergraduate Student: Minimum GPA per semester required: 2.0 Minimum CSUF cumulative GPA required: 2.5 Current units enrolled in: 6 or more Graduate Student: Minimum GPA per semester required: 2.0 Minimum CSUF cumulative GPA required: 2.5 Current units enrolled in: 3 or more (The maximum units allowed while in office are 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.) I certify that I am an eligible applicant based on the academic requirements listed above and that I will complete the required 6 units of credit for undergraduate student applicants or the required 3 units of credit for graduate student applicants while running for office. I also certify that I fully understand the academic progress regulations and that I will be disqualified from office upon failing to meet these requirements.

I hereby acknowledge that I have read, understand, and agree to the preceding statements.

**\* POSITION RESPONSIBILITIES AND COMMITMENT** Applicants must understand and agree to uphold the following responsibilities and commitments: **CERTIFICATION OF AGREEMENT:** I agree, if appointed to serve as a Board of Directors Member, to be available during the Fall and Spring semesters on Tuesdays and Thursdays between 1:00 PM and 4:00 PM in order to attend ASI Board of Directors meetings and committee meetings. I agree, if elected, to be available for mandatory Training/Planning/Retreat programs tentatively scheduled for: - January 10, 11 and 12, 8am-5pm each day, January Retreat and Training Sessions \*dates may adjust with advance notice as program and academic calendar is finalized I agree, if elected to serve as a member of the ASI Board of Directors, to incorporate the following responsibilities into my role, per ASI Policy Concerning Board of Directors Operations: 1. Board members are required to 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 – 3:45 P.M. 2. Board members are required to sit on an Associated Students, Inc. standing committee and be a liaison to at least one of the following: the Association for Inter Cultural Awareness (AICA), Community Service Inter-club Council (CSICC), Sports Club Inter-club Council (SCICC), Mesa Cooperativa, the Black Student Union (BSU), the Resident Student Association (RSA), the Inter Fraternity Council (IFC), the National Pan-Hellenic Council (NPHC), PanHellenic Council (PHC), and the Multicultural Greek Council (MGC). 3. Directors of the Board are required to attend their college's Inter-club council meetings. If scheduling conflicts arise, the director(s) shall have regular contact meetings with their Inter-club council chair, Inter-club council members, and their assistant dean. 4. Directors of the Board shall 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. 5. When time permits, the Board Chair may schedule ASI promotional events for the Board to carry out after the adjournment of Board Meetings. 6. Directors of the Board are required to keep in contact with their constituents, college-based Deans or Assistant/Associate Deans, and report to the Board on issues and concerns from their college. Two 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. 7. No member of the ASI Board of Directors shall serve as an officer or director of an ASI program, funding council, or board. 8. No member of the ASI Board of Directors shall be employed by the Associated Students Inc. **ANY INFRACTION OF THESE ABOVE AGREEMENTS MAY RESULT IN MY IMMEDIATE REMOVAL FROM OFFICE/POSITION**

I hereby acknowledge that I have read, understand, and agree to the preceding statements.

**\* Name**

Aime Arellano



**\* CSUF Major(s) (and Minor(s), if applicable)**

Communications major with an emphasis journalism

**\* Which Board of Directors position are you applying for?: (Drop down)**

College of Communications

**\* Semesters Completed at CSUF**

2

**\* Units Completed at CSUF:**

30

**\* Units In Progress at CSUF (this semester)**

12

**\* CSUF Class Level**

2nd year

**\* Expected CSUF Graduation Date (MM/YY)**

05/25

**\* What do you believe is the role of ASI on our campus and how does that role relate to this position?**

The role of ASI on our campus is to provide student development opportunities. ASI also supports and encourages all students in both their studies and activities. ASI's role relates to the communications position because as Board of directors for college of communications I will be able to communicate to other students in our department about ASI events that they may not be aware of. ASI encourages students in all areas and makes everyone on campus feel welcomed.

**\* Tell us about any relevant past involvement or work experience that you have and how it will help you as a Director for your college.**

As a volunteer, I have helped at an elementary school and assisted the teachers with their summer leadership program. I've interacted with faculty working with EOP. I help my sisters marching band in communicating with parents and answering their questions diligently. I was treasurer in high school for the band and AVID program as well.

**\* Why are you applying to the ASI Board of Directors? What do you hope to accomplish and/or get out of the experience?**

I am applying to the ASI Board of Directors because I want to be more involved on campus. I want to help the communications program grow as well as make everyone feel included. I hope that I can make a change and be that strong voice advocating for students and have students be able to talk to me about any concerns they might have. I want to improve on my public speaking skills and stand up for my department.

**\* Please state any other information that you believe should be considered in this application.**

I am bilingual. I will strive to be the best that I can be. I am always open to conversations on what I can improve on.



sume in PDF format.

**\* Associated Students, CSUF, Inc. California State University, Fullerton Voluntary Authorization for Educational Record Disclosure A. University Policy University policy prohibits the release of personally identifiable information from the educational records of students without their prior written authorization. Exceptions to this policy include: a) release of such information to a specified list of officials with legitimate educational interest in the record, b) the release of such information in response to a court order, health or safety emergency, or approved research project, or c) the release of public directory information which has not been previously restricted by the student. B. Associated Students, CSUF, Inc. Authorization I authorize Associated Students, CSUF, Inc. to access my academic transcript/record to verify my eligibility for its programs and/or positions. I understand that the information accessed may include, but not be limited to, semester and/or overall/cumulative/CSUF grade point averages, unit totals, number of semesters completed, and/or conduct/disciplinary records. I understand the purpose of this disclosure is to ensure that I meet the minimum requirements established by the university and the ASI. I understand that this authorization will remain in effect as long as I remain involved with a position or program of the ASI and/or do not submit a revocation of this authorization to ASI Leader and Program Development.**

I hereby acknowledge that I have read, understand, and agree to the preceding statement.

**\* Digital Signature of Authorization and Certification of Application Enter Your Name**

Aime Arellano



# AIME ARELLANO

A 2<sup>nd</sup> year college student in pursuit of obtaining a degree in Communications with a concentration in Journalism. A very hardworking young lady who excels greatly in anything she sets her mind to. Communicates and sets a comfortable atmosphere for everyone around.

## EXPERIENCE/ VOLUNTEER

### 2014-2020

Volunteer at Elementary School

Engaged with their student council during their summer program, as well as assist them as being a Junior Leader.

### 2020

AVID Treasurer

Executive Board Member of the AVID program in High School, managed money costs, responsible for signing off on fundraisers and other expenses, supported other members in the program.

### 2021

High School Marching Band Volunteer

Assist the students in fitting their uniforms, communicate with parents with any questions they may have, develop a friendly and welcoming environment.

### 2022-

EOP Front Office Student Assistant

Manage the front desk duties such as answering student emails, answering phone calls, checking students in for their appointments, and answering any questions that come our way.

## EDUCATION

### JUNE 2021

SUMMIT HIGH SCHOOL GRADUATE

Overall GPA: 3.3, graduated with CSF Honors, awarded academic medals both silver and gold from 2<sup>nd</sup> semester of freshman year to 2<sup>nd</sup> semester of senior year

AP classes: AP Music Theory, AP World History, AP U.S History, AP English Language and Composition, AP Government, AP English Literature, AP Spanish Language, AP Statistics

## SKILLS

- I am bilingual, I speak both English and Spanish, which would help when communicating with others.
- I am responsible and reliable with any task given to me.



- I am very friendly, which provides a welcoming environment to those around me.
- I can take criticism and apply it to my weak areas.
- I can take charge when needed and be a leader when put to the task.

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COMPLETE

#7

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3. Meet regularly with college Assistant Dean for Student Affairs
4. Make appropriate decisions on issues affecting CSUF students and the corporation of Associated Students

Successful applicant will be awarded a Student Leadership Scholarship.

CREATED



PUBLIC

Oct 3rd 2022, 8:30:24 am

**\* CERTIFICATION OF ACADEMIC PROGRESS REQUIRED FOR APPLICATIONS** Applicants for office in the Associated Students, CSUF, Inc. must meet academic and university requirements to be to hold office. The form below is intended to present the majority of these requirements and to expedite the procedure whereby your application and continuing eligibility can be verified. For a complete statement of qualifications, please see Article X of the ASI Bylaws. **REQUIREMENTS OF APPLICANT:** All applicants must have been enrolled at CSUF for at least one semester, must be in good standing with the university, must not be on probation, and must have earned a CSUF semester grade point average of 2.0 in the past semester and have a CSUF cumulative grade point average of 2.5 for all classes at CSUF. In addition, all Board of Directors candidates must be enrolled in the college for which they are running or meet any special qualifications, as stated in the ASI Bylaws. **ACADEMIC REQUIREMENTS WHILE HOLDING OFFICE:** Undergraduate Student: Minimum GPA per semester required: 2.0 Minimum CSUF cumulative GPA required: 2.5 Current units enrolled in: 6 or more Graduate Student: Minimum GPA per semester required: 2.0 Minimum CSUF cumulative GPA required: 2.5 Current units enrolled in: 3 or more (The maximum units allowed while in office are 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.) I certify that I am an eligible applicant based on the academic requirements listed above and that I will complete the required 6 units of credit for undergraduate student applicants or the required 3 units of credit for graduate student applicants while running for office. I also certify that I fully understand the academic progress regulations and that I will be disqualified from office upon failing to meet these requirements.

I hereby acknowledge that I have read, understand, and agree to the preceding statements.

**\* POSITION RESPONSIBILITIES AND COMMITMENT** Applicants must understand and agree to uphold the following responsibilities and commitments: **CERTIFICATION OF AGREEMENT:** I agree, if appointed to serve as a Board of Directors Member, to be available during the Fall and Spring semesters on Tuesdays and Thursdays between 1:00 PM and 4:00 PM in order to attend ASI Board of Directors meetings and committee meetings. I agree, if elected, to be available for mandatory Training/Planning/Retreat programs tentatively scheduled for: - January 10, 11 and 12, 8am-5pm each day, January Retreat and Training Sessions \*dates may adjust with advance notice as program and academic calendar is finalized I agree, if elected to serve as a member of the ASI Board of Directors, to incorporate the following responsibilities into my role, per ASI Policy Concerning Board of Directors Operations: 1. Board members are required to 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 – 3:45 P.M. 2. Board members are required to sit on an Associated Students, Inc. standing committee and be a liaison to at least one of the following: the Association for Inter Cultural Awareness (AICA), Community Service Inter-club Council (CSICC), Sports Club Inter-club Council (SCICC), Mesa Cooperativa, the Black Student Union (BSU), the Resident Student Association (RSA), the Inter Fraternity Council (IFC), the National Pan-Hellenic Council (NPHC), PanHellenic Council (PHC), and the Multicultural Greek Council (MGC). 3. Directors of the Board are required to attend their college's Inter-club council meetings. If scheduling conflicts arise, the director(s) shall have regular contact meetings with their Inter-club council chair, Inter-club council members, and their assistant dean. 4. Directors of the Board shall 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. 5. When time permits, the Board Chair may schedule ASI promotional events for the Board to carry out after the adjournment of Board Meetings. 6. Directors of the Board are required to keep in contact with their constituents, college-based Deans or Assistant/Associate Deans, and report to the Board on issues and concerns from their college. Two 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. 7. No member of the ASI Board of Directors shall serve as an officer or director of an ASI program, funding council, or board. 8. No member of the ASI Board of Directors shall be employed by the Associated Students Inc. **ANY INFRACTION OF THESE ABOVE AGREEMENTS MAY RESULT IN MY IMMEDIATE REMOVAL FROM OFFICE/POSITION**

I hereby acknowledge that I have read, understand, and agree to the preceding statements.

**\* Name**

Heather Solis



**\* CSUF Major(s) (and Minor(s), if applicable)**

Major: Communication - Journalism  
Minor: Political Science

**\* Which Board of Directors position are you applying for?: (Drop down)**

College of Communications

**\* Semesters Completed at CSUF**

5

**\* Units Completed at CSUF:**

67

**\* Units In Progress at CSUF (this semester)**

15

**\* CSUF Class Level**

4th year

**\* Expected CSUF Graduation Date (MM/YY)**

05/23

**\* What do you believe is the role of ASI on our campus and how does that role relate to this position?**

I believe that the role of ASI on our campus is to be the voice of the CSUF student body. When students need other students to represent them and give insight to what they may need, ASI would be the first place to step up. ASI also helps bring our CSUF community together through school events that everyone, regardless of year or major, is welcome to participate in. They help to create enjoyable university memories for students and help them destress in between studying and tests, which we as students constantly have. Being a BOD means that you are the main representative of and advocate for the needs and best interests of your college. Whatever happens within your college, you would be the first person to share it with the rest of the BOD and the staff. When something happens in ASI that affects the rest of the colleges and councils, as a BOD for your college, you would also let the leaders of your ICC council know what is going on and work with them if further assistance is needed. It would also be very important as a BOD that you attend all or as many of the meetings as possible to stay up to date about everything going around you; as a leader, you should have insight that students may want to know about, especially things affecting your college.

**\* Tell us about any relevant past involvement or work experience that you have and how it will help you as a Director for your college.**

In my first year at CSUF, I was part of the ASI street team and volunteered for events such as movie night and All Day ASI. I attended all the street team meetings up until COVID-19, unfortunately, stopped us from being in person. I really enjoyed being involved and learning more about CSUF while meeting new people, especially the upperclassmen who gave me wisdom and a lot of great advice on how to have the best college experience I could. While living in the dorms during my first year, I was also the RSA housing representative for the facility committee where I held a voting position as the housing representative when our president could not attend the meeting. I was really nervous about being the only freshman in that committee, but it taught me how to be more active in voicing my opinion and expressing myself. It also helped me become more aware of how ASI meetings operated and what expectations were placed on us. So as a BOD, I would already have an idea of how meetings work. In my second year, during peak COVID-19, I worked for ASI in the Communications Commission team and loved helping the Titan community as much as I could through social media. I believe that the communications team had a lot more interactions with students as they were looking towards ASI to help cope during lockdown. We tried to reassure students by creating new ways for students to reach out to us, such as Question Tuesday. As the primary person in charge of this, I constantly had students asking questions about things both related and unrelated to ASI. I got to interact with faculty and learn more about the ins and outs of ASI, which will help me as a BOD as I have an idea of what the different commissions teams do. I can remind the people in my college about what these ASI commissions do and help spread more awareness of what ASI has to offer. During my second year, I was also part of CICC for the College of Communications and was the only member at large in that position. I held a voting position in that ICC and learned more about what my college has to offer and communicated with the faculty, clubs and organizations in my ICC. Additionally, I was elected as the BOD for the College of Communications during my third year, but unfortunately had to step down as I was going to study abroad during Spring 2022. However, knowing what is expected of a BOD, I believe that being taught and having an idea of what is expected of me can make my transition to this position much smoother.

**\* Why are you applying to the ASI Board of Directors? What do you hope to accomplish and/or get out of the experience?**

I am applying to be a BOD because I want to help my college further and be aware of what active groups need in my ICC. As a BOD, I feel like I would be able to relate to the students in these positions because I was once on the other side and remember what it was like to be a part of it all. I want to make sure that my ICC feels like they have the resources and a voice to advocate for them in whatever they need. I hope to help promote events that my ICC holds and possibly even help them partner up with another ICC to hold an event together. I also want to help the CSUF community as much as I can. I have so much pride in being a Titan and want to give back as much as possible during my last year here. I hope to hold successful events led by my college and gain experience that could help me with my future endeavors out in the real world once I start working. I believe that everything I learn from this position will help me become a better leader. Given all the previous interactions I have had with ASI and working for the communications commission, I feel confident in once again representing my college as a senior. I really enjoyed being involved with ASI and want to continue to take part in it because my passion for helping my college knows no bounds and I plan to do even more if given this position.

**\* Please state any other information that you believe should be considered in this application.**

Although I may live in LA, I am constantly on campus so I will have no issues attending all of the meetings, including the one for my ICC. I am also a first-generation student and am part of the LGBTQ+ community. This is my last year at CSUF and I want to give as much advice and wisdom that previous Titans have given me and share it with all the underclassmen and others who are interested in connecting with me.



**\* Associated Students, CSUF, Inc. California State University, Fullerton Voluntary Authorization for Educational Record Disclosure A. University Policy** University policy prohibits the release of personally identifiable information from the educational records of students without their prior written authorization. Exceptions to this policy include: a) release of such information to a specified list of officials with legitimate educational interest in the record, b) the release of such information in response to a court order, health or safety emergency, or approved research project, or c) the release of public directory information which has not been previously restricted by the student. **B. Associated Students, CSUF, Inc. Authorization** I authorize Associated Students, CSUF, Inc. to access my academic transcript/record to verify my eligibility for its programs and/or positions. I understand that the information accessed may include, but not be limited to, semester and/or overall/cumulative/CSUF grade point averages, unit totals, number of semesters completed, and/or conduct/disciplinary records. I understand the purpose of this disclosure is to ensure that I meet the minimum requirements established by the university and the ASI. I understand that this authorization will remain in effect as long as I remain involved with a position or program of the ASI and/or do not submit a revocation of this authorization to ASI Leader and Program Development.

I hereby acknowledge that I have read, understand, and agree to the preceding statement.

**\* Digital Signature of Authorization and Certification of Application Enter Your Name**

Heather Solis



# Heather Solis

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## EDUCATION

### California State University, Fullerton

Expected 2023 for degree

Bachelor of Arts, Communication with a concentration in Journalism  
Minor in Political Science  
Certification in Spanish Media

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## EXPERIENCE

### Facebook

March 2021 - July 2021

*Facebook Career Connections Fellowship, Intern*

- Partnered with a non-profit program under Facebook and advertised their upcoming podcast content in their social media page (Small and Gutsy Instagram/Facebook)
- Created newsletters as a way to give a summary of each podcast to be uploaded on their website
- Performed clerical work such as typing documents, copying, writing emails, etc.

### California State University, Fullerton

September 2020 - May 2021

*College of Communication, Stockroom Assistant*

- Learned the ins and outs of film/journalist equipment (cameras, tripods, lighting equipment, audio equipment)
- Returned 8 calls per day/emails to provide sufficient answers to questions to extend their equipment rental or add/cancel appointments made
- Teamwork and collaboration with training two new recruits

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## STUDENT ORGANIZATIONS

### California State University, Fullerton

September 2019 - December 2021

*Student Alumni Ambassadors, Vice-President/Marketing and Communications Chair*

- Attended board and general meetings, to ensure the success of events hosted by this organization
- Used interpersonal skills to maintain a good working relationship with the public and student body
- Created graphics for their social media (CSUF SAA Instagram)

### California State University, Fullerton

July 2020 - January 2021

*Resident Student Association (RSA), Treasurer*

- Communicated with CSUF staff and members to ensure the success of events hosted by this organization
- Performed clerical work such as typing documents, creating power points, printing, copying, etc.
- Balanced accounts and handled ASI/ Agency reimbursements using the proper procedures

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## SKILLS SUMMARY

- Bilingual- Fluent in Spanish
- Social Media- Instagram, Snapchat, Facebook, Twitter
- Proficient in Microsoft Office Suite and Google Apps
- Website Program- Nation Builder
- Graphics Programs- Canvas, Poster My Wall, Adobe Premiere Pro, Photoshop, InDesign, Illustrator





# ASI Policy Concerning Board of Directors Operations

Governance Committee, 6 October 2022

Board of Directors, 18 October 2022



# Overview

General Corrections

Meeting Frequency

Consent Calendar

Closed Session

Teleconference Meetings

Meeting Conduct

# Summary

- ◆ General corrections were made throughout the policy
- ◆ Brings policy language regarding Board of Directors meeting frequency in line with practice
- ◆ Clarifies policy language regarding the Consent Calendar and removes 'procedure' language
- ◆ Updates language regarding Closed 'Session', bringing policy in line with law
- ◆ Adds language regarding Teleconference Meetings, bringing policy in line with law
- ◆ Adds language regarding Meeting Conduct to ensure our ability to efficiently dispose of business and provide access

# General Corrections

- ◇ General corrections were made throughout the policy
  - ◇ Misspelled words
  - ◇ Extra spaces between words
  - ◇ Updating position titles
  - ◇ Code references
  - ◇ Minor language about public speaking
  - ◇ Student leader positions for parking

# Meeting Frequency

- ◆ Brings policy language regarding Board of Directors meeting frequency in line with practice
  - ◆ Affirms in policy that meetings will occur every other week during the semester
  - ◆ Adjusted meeting frequency was started during the pandemic
  - ◆ The board was more efficiently able to dispose of necessary business
  - ◆ Committee meeting frequency was changed in policy when restructure was approved

# Consent Calendar

- ◆ Clarifies policy language regarding the Consent Calendar and removes 'procedure' language
  - ◆ Maintains in policy that consent calendar items must be provided in advance
  - ◆ Maintains in policy that the chair determines if an item is appropriate for the consent calendar
  - ◆ Removes unnecessary and cumbersome 'procedure' language

# Closed Session

- ◆ Updates language regarding Closed 'Session', bringing policy in line with law
  - ◆ California open meeting law uses the term 'session'
  - ◆ All closed 'sessions' will occur inside of properly announced public meetings
  - ◆ In accordance with law, the agenda discloses the item to be discussed and any action taken is announced publicly prior to adjournment of the meeting

# Teleconference Meetings

- ◆ Adds language regarding Teleconference Meetings, updating policy in line with law
  - ◆ During the pandemic, we were able to pivot to virtual meetings under special executive order from the Governor of California
  - ◆ In accordance with law, this allows the board or committees to hold teleconference or virtual meetings, if the future need arises



# Meeting Conduct

- ◆ Adds language regarding Meeting Conduct to ensure our ability to efficiently dispose of business and provide access
  - ◆ Outlines expectations that board members, presenters, and members of the public do not inhibit or obstruct any other person's ability to engage with the meeting
  - ◆ Outlines that items that could inhibit or obstruct a person's ability to engage in the meeting will not be allowed in the room
  - ◆ In accordance with law, outlines policy to address willful interruption of a meeting



# Questions



CALIFORNIA STATE UNIVERSITY, FULLERTON™

**A RESOLUTION AMENDING ASI POLICY CONCERNING BOARD OF DIRECTORS  
OPERATIONS**

**Sponsors:** Isabella Galvan and Morgan Diaz

**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**, ASI Policy Concerning Board of Directors Operations provides guidance on board and committee meeting operations; and

**WHEREAS**, the recommended changes update the policy to be in further accordance with California law and in alignment with current meeting practice; and

**WHEREAS**, the recommended changes add needed clarity for expected meeting conduct that ensures efficient disposal of business and the ability for all members, presenters, and members of the public to participate in meetings; therefore let it be

**RESOLVED**, ASI approves the amendments to the ASI Policy Concerning Board of Directors Operations; 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 **DATE** day of **MONTH** in the year two thousand and twenty two.

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Isabella Galvan  
Chair, Board of Directors

Ramón Aquino  
Secretary, Board of Directors

# POLICY CONCERNING BOARD OF DIRECTORS OPERATIONS

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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 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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d. Finance Committee .....	11
e. Governance Committee .....	11
f. Children’s Center Advisory Committee .....	12
g. Facilities Committee .....	13
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b. Vice Chair.....	15
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## 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 |

## 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.

## **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~~ Tuesdays 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 COMMITTEES**

All items brought before the Board should be referred to the proper 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 committee must report each proposal or resolution, with the exception of the budget, back to the Board within two weeks. The chair of the committee is responsible for presiding over the meetings and reporting the committee's recommendations to the Board.

##### *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.

##### *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.

##### *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. 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 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.

#### **d. 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 meet bi-weekly on Thursdays between 1:15 PM and 3:45 PM during the academic year.

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

The Governance Committee shall be composed of four directors and the Board of Directors 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 Vice Chair will chair the committee.

The Governance Committee will 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 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 Officer shall create a vacancy to be filled in accordance with ASI policy.

Failure to maintain eligibility (academic or otherwise) 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- 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):
  - Students declared in the academic college,
  - Undeclared students,
  - Students with multiple minors as long as one of the minors is in the academic college,
  - Specifically for the College of Education Directors may also qualify by meeting requirements stated in ASI Policy.

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 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:
  - Programming Board;
  - Association for InterCultural Awareness (AICA);
  - 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, Programming 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
- Chair or designee will serve as representative of the Board of Directors on 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~~Student Government, 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

### **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, Programming 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***

The Board of Directors will elect a Director to serve as Treasurer. The Treasurer 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 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 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 and maintain regular communication with the student leaders who oversee a budget within ASI
- 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 Treasurer**

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

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

**Filling Treasurer Vacancy**

In the event of a vacancy in the position of Treasurer through resignation, removal, recall, ineligibility, or death, a new Treasurer 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 up to 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 bi-weekly on Tuesdays between from~~ 1:15 PM to approximately 3:45 PM. For each semester, the Board will approve the schedule of dates and locations for regular meetings (pursuant to Education Code Section 89305.5). The Board of Directors will hold ~~summer meetings during the summer, as called by the Chair; 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 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/considered during new business. Items up for consideration on the consent calendar must be provided in advance of the meeting. The chair determines whether an item belongs on the consent calendar.

### 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 MEETINGSESSION

The Board or committees, may hold a closed meeting session from which the public is excluded only if it has provided sufficient notice of such meeting session 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 session, 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 session. No other items shall be considered in the closed meeting session. Immediately after any closed meeting session, the Board of Directors or committee, 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 session.

## 10. SPECIAL MEETINGS

A special meeting may be called by providing written notice at least twenty-four (24) hours prior to the meeting, pursuant to Education Code section 89306.5. 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. TELECONFERENCE MEETINGS

The Board or committees may use teleconferencing (virtual meetings) for any regular, special, or emergency meeting, pursuant to Education Code section 89301.5. Notice will be given in accordance with the requirements for the type of meeting and will include platform and access information for the meeting.

## **11.12. 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 89306.5;

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.

## **13. MEETING CONDUCT**

The Board and all of its committees will conduct meetings in a way that ensures the efficient disposal of business appearing on the agenda and the ability for all members, presenters, and members of the public to attend, view, hear, and participate in the meeting, as appropriate and in accordance with established law, regulation, and policy.

Members, presenters, and members of the public may not take action or exhibit behaviors that impede or obstruct the ability of others to attend, view, hear, or participate in the meeting. Members, presenters, and members of the public are also prohibited from possessing items in the meeting location that could impede or obstruct this ability or cause threat of harm, including, but not limited to:

- Displays, such as posters or signs, with dimensions larger than 18 inches by 24 inches
- Displays, such as posters or signs, affixed to poles, stands, handles, etc.
- Amplified sound, such as speakers, or other noise makers
- Props, confetti, streamers, or other decorations or adornments
- Weapons or items that could be used to inflict physical harm
- Other items already prohibited under law or university or ASI policy

In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of the meeting unfeasible, and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Chair of the meeting may recess the meeting and order the meeting room cleared and/or the teleconference temporarily suspended. Once the room is cleared, the

meeting can continue in session. Only matters appearing on the agenda may be considered in that session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend the session. Other individuals not responsible for willfully disturbing the orderly conduct of the meeting may be readmitted to the session upon approval of the Chair (pursuant to Education Code section 89307.1).

The disturbance and the individuals participating therein may be reported to the appropriate university department, which may include the Dean of Students/Student Conduct office. Individuals participating in the disturbance may be subject to the university conduct process.

## **12.14. \_\_\_\_\_SPECIAL ASI PARKING PRIVILEGES**

The Associated Students Inc. authorizes certain leadership positions Faculty/Staff parking 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 Programming Board Directors (2)~~
- ASI Association for Inter-Cultural Awareness Administrative Chair (1)

Upon resignation or removal of any of the above mentioned officers their Faculty/Staff parking access shall be returned to the University within one week. Any student who is then appointed or elected to fill the vacant position shall receive the Faculty/Staff parking access.

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

CSU Fullerton parking permits must be purchased from the University at the regular cost by the above-mentioned leaders.

## **13.15. \_\_\_\_\_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>
	<b>04/20/2021</b>
	<b><u>***10/18/2022</u></b>