



Governance Committee

Thu Nov 21, 2024 2:30 PM - 3:45 PM PST

1. Call to Order

Brian Rubio, Chair, called the meeting to order at 2:36 pm

2. Roll Call

Members Present: Daga, Nebedum, Neeki, Rubio, Walkley

Members Absent: None

Liaisons Present: Hesgard, Hannoun, Brown

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

 **(Neeki-m / Daga-s) The Agenda was approved by unanimous consent.**

4. Approval of Minutes

a. 11/21/2024 Governance Committee Meeting Minutes

 **(Nebedum-m / Walkley-s) The October 24, 2024, Governance Committee Meeting Minutes were approved by unanimous consent.**

5. Public Speakers

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

6. Reports

a. Chair

Rubio, Chair, expressed gratitude to the committee for their hard work throughout the semester. He highlighted the importance of members' timely participation and valuable feedback, emphasizing how much it contributes to Board discussions. Rubio expressed optimism for the next semester, anticipating even greater achievements.

b. Director, Student Government

Hesgard, Director of Student Government, expressed gratitude to everyone who graded the ASI scholarships, highlighting that this year saw the highest number of student leaders completing their assignments on time.

Additionally, Hesgard thanked those who volunteered at the Pop-Up Pantry event and mentioned her own plans to be there later in the evening. She reminded the Committee about the semesterly reset of lock boxes and swipe access to rooms, assuring members that the team would work to maintain their current access. Hesgard encouraged members to report any issues after the winter break to ensure a swift resolution.

Finally, she informed the group that details about the January training for student leaders, scheduled for mid-January before the new semester, would be shared following the fall break.

7. Unfinished Business

a. None

8. New Business

a. Action: Resolution to Strike Policy Concerning Student Leader Travel

The Committee will consider approving a resolution to strike ASI Policy Concerning Student Leader Travel.

GOV 004 24/25 (Neeki-m / Walkley-s) A motion was made and seconded to approve a resolution to strike ASI Policy Concerning Student Leader Travel.

Rubio, Chair, yielded the floor to Hesgard, Director of Student Government, to provide the details on the resolution.

Hesgard noted the recommendation to strike the Policy Concerning Student Leader Travel. Hesgard clarified that the updated language from this policy had already been incorporated into the policy addressing funding for students and student organizations.

Hannoun raised concerns about communication issues between the Executive Office and Marketing, suggesting a Chief Communications Officer or social media manager could help.

Rubio, Chair, opened the floor to questions and points of discussion.

Updates also included privacy enhancements, aligning with campus policies, and content moderation, allowing the removal of inappropriate comments while respecting diverse opinions. These changes streamline operations and strengthen social media management.

Responsibility for social media now rests with the Digital and Social Media Manager and the Associate Director of Marketing, ensuring continuity and institutional knowledge. Reposting guidelines were clarified, limiting shares to content from official campus departments, ASI-affiliated partners, and general student events to avoid favoritism.

Two new sections were added: Accessibility ensures social media complies with the Web Content Accessibility Guidelines and CSU's Accessible Technology Initiative, while Security mandates annual password updates, two-factor authentication, and secure password management.

The changes focus on improving accessibility, security, and clarity while addressing shifts in departmental responsibilities.

Rubio, Chair, yielded the floor to Cardenas, Director of Organizational Communication and Leadership, to outline updates to the Social Media Policy, last reviewed in April 2021.

GOV 005 24/25 (Nebdum-m / Neeki-s) A motion was made and seconded to approve a resolution to amend ASI Policy Concerning Social Media.

The Committee will consider approving a resolution to amend ASI Policy Concerning Social Media.

b. Action: Resolution to Amend Policy Concerning Social Media

GOV 004 24/25 (Neeki-m / Walkley-s) Roll Call Vote: 4-0-1. The motion to approve a resolution to strike ASI Policy Concerning Student Leader Travel has been adopted.

There were none.

Rubio, Chair, opened the floor to questions and points of discussion.

She briefly reviewed the process, including a comparison of the policies, the times they had been revised and reviewed, and the analysis of their purposes and language. This evaluation supported the recommendation to eliminate the outdated policy.

Hesgard noted that the policy aimed at improving student engagement rather than internal communication.

Walkley asked about the criteria for reposting content on social media, specifically regarding co-branded events. Cardenas confirmed such events would be reposted if they benefited all students. Walkley also inquired about ensuring reposts supported campus partnerships, which Cardenas affirmed.

Nebdum asked if student-generated content from general events could be reposted. Cardenas confirmed reposting would be case-by-case, focusing on events aligned with ASI's mission.

Brown asked about the software for social media management, with Cardenas mentioning Sprout Social as the preferred platform. Brown also asked how the Board could ensure representation on social media. Cardenas suggested using Teams or submitting forms for communication. Finally, Brown asked about integrating internships into the policy. Cardenas explained the current social media staff and upcoming internships aimed at broadening public relations experience.

Daga questioned the need for Sprout Social, given the analytics available in Instagram Business accounts. Cardenas stood by Sprout Social's added features.

GOV 005 24/25 (Nebdum-m / Neeki-s) Roll Call Vote: 4-0-1. The motion to approve a resolution to amend ASI Policy Concerning Social Media has been adopted.

c. Action: Resolution to Amend Policy Concerning ASI Elections
The Committee consider approving a resolution to amend ASI Policy Concerning ASI Elections.

GOV 006 24/25 (Walkley-m / Nebdum-s) A motion was made and seconded to approve a resolution to amend ASI Policy Concerning ASI Elections.

Rubio, Chair, yielded the floor to Hesgard, Director of Student Government, to provide the details on the resolution.

Hesgard reviewed updates to the ASI elections policy, which hadn't been fully updated since 2020. Key changes included:

- General corrections: Fixes to language, grammar, and punctuation, such as updating "CSU Fullerton" to "Cal State Fullerton."
- Recount removal: The vague recount process was removed, reinforcing the established complaints and appeals process.
- Eligibility update: The CSU minimum qualifications for student officeholders were added to clarify the 2.0 GPA requirement.

9. Announcements/Member's Privilege

Nebdum informed everyone about the "Fall for Vision" event hosted by the African American Student Association from 6:30 to 9:30 PM at the Pub, encouraging everyone to attend and experience the celebration of Black Excellence.

Brown thanked the ICC clubs for attempting to participate in the canned food drive, though they did not gather enough donations. Brown announced that the drive would be repeated in

GOV 006 24/25 (Walkley-m / Nebdum-s) Roll Call Vote: 5-0-0. The motion to approve a resolution to amend ASI Policy Concerning ASI Elections has been adopted.

- Training attendance: Elected and appointed officers must attend training, with a 10% financial award reduction for unexcused absences from more than half of the training sessions.

- Write-in candidates: The process was streamlined, removing redundant steps. Candidates now only need to acknowledge eligibility and conflict of interest.

In summary, the updates focused on clarity, accountability, and easing participation for students.

Rubio, Chair, opened the floor to questions and points of discussion.

Hannoun asked whether the attendance policy applied only to Student Leaders or also to Chief Officers in the elections document. Hesgard explained that the policy primarily applied to Director and Executive Officers' operation policies. She clarified that the policy included both candidate eligibility and incumbent responsibilities to ensure elected students understood the expectations.

Daga inquired about the recount section, asking whether it allowed for an appeal after the results were announced. Hesgard explained that the recount section, added in 2020, lacked clear reasoning. She stated that recounts were unnecessary if the results were unknown and that complaints or appeals should be submitted before the results were announced.

Brown emphasized the importance of the resolution as a step toward improving the clarity of the Board of Directors' operations and ensuring that students understood what they were signing up for. He urged those eligible to vote in favor of the policy, asserting that it would make things easier for everyone to understand.

Rubio pointed out the need for training to become a standard for accountability, noting that many other departments already required it. He added that missing training due to illness wouldn't result in penalties, but it was important to ensure accountability for the positions.

most donations. Brown suggested a pizza party prize or a display on the TSU TVs as incentives and invited others to collaborate on the initiative.

Daga shared two announcements. First, he mentioned that tomorrow, from 11:00 AM to 2:00 PM, the College of ECS would host a Thanksgiving lunch with free bowling and billiards for attendees. Second, Daga informed everyone about a friendly Cricket match happening on Sunday and encouraged people to stop by.

Hannoun mentioned that this week was the week during which SWANA hosted cultural events to showcase the diverse cultures within the region. Hannoun highlighted tonight's Dabke Night event, which would take place at the Becker Amphitheater starting at 6:00 PM, featuring a performance by professionals and music from New York. Hannoun invited others to join and said she would be attending.

10. Adjournment

Rubio, Chair, adjourned the meeting at 3:27 pm

Brian Rubio, Governance Committee Chair

Erika Perret-Martinez, Recording Secretary

Minutes reviewed and approved at the 12/3/2024 ASI Board of Directors meeting.

Noah-Alvarez

Noah Alvarez (Dec 7, 2024 09:52 PST)

Noah Alvarez, Board Secretary

Erika Perret-Martinez

Erika Perret-Martinez, Recording Secretary

Roll Call 2024-2025

11/21/2024 Governance Committee Roll Call

Attendance		Board Members		
			Present	Absent
CHAIR/NSM	RUBIO	BRIAN	1	
ECS	DAGA	KESHAV	1	
HSS	NEBEDUM	SOMI	1	
NSM	NEEKI	ARIANNA	1	
EDU	WALKLEY	BRIAN	1	
			Present	Absent
			5	0

Attendance		Liaisons		
			Present	Absent
DIR STU GOVT	HESGARD	REBECCA	1	
ASI PRES. *	HANNOUN	MEGAN	1	
ASI CHAIR *	BROWN	JARED	1	
			Present	Absent
			3	0

*Recording Secretary: Erika Perret-Martinez

Pres Designee: Megan Hannoun

Chair Designee: Jared Brown

QUORUM	4
Majority	3

Roll Call Votes		04 Action: Resolution to Strike Policy Concerning Student Leader Travel		
		Yes	No	Abstain
ECS	DAGA	KESHAV		1
HSS	NEBEDUM	SOMI	1	
NSM	NEEKI	ARIANNA	1	
EDU	WALKLEY	BRIAN	1	
CHAIR/NSM	RUBIO	BRIAN	1	
		Yes	No	Abstain
		4	0	1

Roll Call Votes		05 Action: Resolution to Amend Policy Concerning Social Media		
		Yes	No	Abstain
ECS	DAGA	KESHAV		1
HSS	NEBEDUM	SOMI	1	
NSM	NEEKI	ARIANNA	1	
EDU	WALKLEY	BRIAN	1	
CHAIR/NSM	RUBIO	BRIAN	1	
		Yes	No	Abstain
		4	0	1

Roll Call Votes		06 Action: Resolution to Amend Policy Concerning ASI Elections		
		Yes	No	Abstain
ECS	DAGA	KESHAV	1	
HSS	NEBEDUM	SOMI	1	
NSM	NEEKI	ARIANNA	1	
EDU	WALKLEY	BRIAN	1	
CHAIR/NSM	RUBIO	BRIAN	1	
		Yes	No	Abstain
		5	0	0











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Final Audit Report

2024-12-07

Created:	2024-12-05
By:	Susan Collins (sucollins@fullerton.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAoRfnR2UEff8pe4WYJ1cM9jMNye2nQ5_M

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✔ Agreement completed.

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POLICY CONCERNING STUDENT LEADER TRAVEL

Rebecca Hesgard, ASI Student Government Director

November 2024

Overview

- Introduction of Policies
- Policy Purpose Comparison
- Policy Language Comparison
- Recommendation

Policy Concerning Student Leader Travel

Established in May 2018 to *consolidate* language from ASI policies titled:

- **Funding of Students to Attend Conferences**
- **Line Item Transfers and Travel**

Last revised in April 2021 as part of a larger Board action to restructure the Committees of the Board, which required language updates to multiple ASI policy statements.

Policy Concerning Funding Provided to Students and Student Organizations

Established in May 2019 to help centralize all rules and guidelines related to funding provided to students for **events, activities, and *travel***.

Revised in November 2020 to include viewpoint neutrality language, and September 2021 and May 2023 to revise and update best practices to meet adapting student needs.

Policy Purpose Comparison

Policy Concerning Student Leader Travel

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

Policy Concerning Funding Provided to Students and Student Organizations

The following policy has been established with the intention of ***providing clear guidelines*** regarding funding provided to students and recognized student organizations for ***events, activities, and travel*** through a funded or funding organization or contingency. Students and recognized student organizations receiving funding should be aware of their requirements and guidelines throughout the proposal, planning, implementation and reimbursement processes.

POLICY LANGUAGE COMPARISON

Policy Concerning Student Leader Travel

- \$500 annual travel funding limit for active participants
- \$250 annual travel funding limit for inactive participants

Policy Concerning Funding Provided to Students and Student Organizations

- \$750 annual travel funding limit for active participants
- \$500 annual travel funding limit for inactive participants

Individual Student Travel Funding

Policy Concerning Student Leader Travel

- \$500 annual travel funding limit for organizations which must travel due to requirements for maintaining membership to a national organization. Registration fees not included in the \$500 limit.

Policy Concerning Funding Provided to Students and Student Organizations

- Duplicated language.

Club/Organization Travel Funding

Policy Concerning Student Leader Travel

“In accordance with State of California guidelines and CSU directives, ASI does not fund travel to state with discriminatory laws. A current list of prohibited states is available from ASI Financial Services.”

- Repealed by signing of SB 447 in September 2023

Policy Concerning Funding Provided to Students and Student Organizations

- Travel funding not applicable for international travel or those prohibited by ASI, CSUF, CSU, State of California, or any Federal regulations.

Destination Restrictions for Travel Funding

Policy Concerning Student Leader Travel

- Students receiving funds must sign the Delegate Contract and provide all travel details when requesting to a Funding Council or ASI BOD

Policy Concerning Funding Provided to Students and Student Organizations

- Students receiving funds must sign a Travel Funding Contract (includes Delegate Contract, COVID19 Acknowledgement, CSUF Release of Liability) and submit a Travel Request Form (including roster) when proposing a funding request.

Travel Funding Process

Policy Concerning Student Leader Travel

- Does not outline reimbursement process information.
- States ASI will reimburse meals, lodging, and incidental expenses.

Policy Concerning Funding Provided to Students and Student Organizations

- Outlines requirements for travel funding reimbursements.
- Fundable travel expenses include registration, lodging, meals, and modes of transportation (airline, bus, train, public transit, ride share service, personal or rental vehicle).

Travel Reimbursements

Policy Concerning Student Leader Travel

- Report of 350 words must be submitted to the Funding Council to receive a travel reimbursement.
- Outdated submission process. Refers to previous ASI department name and location.

Policy Concerning Funding Provided to Students and Student Organizations

- Duplicated requirement language.
- Submitted electronically to Funding Council, then ASI.

Travel Reports

Policy Concerning Student Leader Travel

- Outdated language regarding previous travel line item code (8077).
- Transfers shall not exceed 15% of current fiscal year's allocated Travel budget.
- Any line-item below \$1,000 shall be approved by Finance Committee.
- Requests above \$1,000 shall be approved by the Finance Committee and BOD.
- Requests considered after March 15 of the fiscal year.

Policy Concerning Funding Provided to Students and Student Organizations

- Any transfer request must be approved by BOD Treasurer.
- Requests larger than \$1,000 must be approved by Finance Committee.
- Requests considered after January 1 of the fiscal year.

Line Item Transfers To or From Travel

RECOMMENDATION:

**Strike Policy Concerning
Student Leader Travel**

THANK YOU

QUESTIONS?



CALIFORNIA STATE UNIVERSITY, FULLERTON™

A RESOLUTION TO STRIKE ASI POLICY CONCERNING STUDENT LEADER TRAVEL

Sponsor: Brian Rubio

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

WHEREAS, the current ASI Policy Concerning Student Leader travel has outdated requirement and procedural language that has been updated within the ASI Policy Concerning Funding Provided to Students and Student Organizations; therefore let it be

RESOLVED, ASI strikes the ASI Policy Concerning Student Leader Travel; and let it be finally

RESOLVED, that this Resolution be distributed to the ASI Executive Director and applicable departments and staff for appropriate action.

Adopted by the Board of Directors of the Associated Students Inc., California State University, Fullerton on the third day of December in the year two thousand and twenty-four.

Gavin Ong
Chair, Board of Directors

Noah Alvarez
Secretary, Board of Directors

POLICY CONCERNING STUDENT LEADER TRAVEL

PURPOSE

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

PURPOSE..... 1

WHO SHOULD KNOW THIS POLICY..... 1

DEFINITIONS..... 1

STANDARDS..... 1

1. FUNDING OF STUDENTS TO ATTEND CONFERENCES 1

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

WHO SHOULD KNOW THIS POLICY

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

DEFINITIONS

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

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

STANDARDS

1. FUNDING OF STUDENTS TO ATTEND CONFERENCES

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

Commented [RH1]: Outdated annual travel funding limits for individuals. Current limits are \$750 and \$500.
Located in Section 3.a. of PC Funding Provided...

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

Commented [RH2]: Located in Section 3.b. of PC Funding Provided...

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

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

Commented [RH3]: Revised language located in Section 3.d. of PC Funding Provided...

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

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

Commented [RH4]: Post-event or travel funding presentation requirements vary by Executive Senate council.

Commented [RH5]: Outdated reference to ASI department name and location.

Commented [RH6]: Located within Section 3.i. in PC Funding Provided...

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

Members of the ASI Executive Officers and ASI Board of Directors when using student fees to travel to a conference as part of their leadership role, are required to do the following within fifteen (15) working days of their return:

- Provide a presentation to their respective board that includes information learned at the conference and how the information supports the missions of the University and the Associated Students, CSUF, Inc.;
- Provide a written summary of the presentation to ASI Leader and Program Development (TSU-269) prior to the presentation. The summary shall be at least 350 words and shall include the information stated previously in this policy statement. ASI Leader and Program Development shall attach the summary to the financial paperwork and submit it to the ASI Accounting Office.

Travel on behalf of ASI is to be undertaken in the most cost-effective manner. ASI will neither pay for nor reimburse travel expenditures for spouses, dependents, or others who are

accompanying individuals conducting business for the organization unless they too are conducting business for the organization.

Commented [RH7]: PC Funding Provided... is applicable to ASI student leaders, however, this language can be incorporated into PC BOD/Executive Officer Ops if desired.

ASI will reimburse for meals when traveling on ASI business. Actual meal expenses are reimbursable up to \$55 per day. The traveler must submit a spreadsheet itemizing by day each meal that is subject to reimbursement. Supporting original receipts are required. Meals may be claimed only if the travel includes an overnight stay. This is subject to revision when guidelines are revised per Chancellor's office and the University.

Commented [RH8]: Outdated amount. Updates to system-wide travel policy on January 1, 2024 increased meals and incidentals rates for CSU travel.

Requests for lodging expenses will be administratively reviewed and approved if the costs are reasonable, commensurate with the area, and consistent with the nature and purpose of the program, conference, etc. Lodging receipts are required and must be submitted with the travel expense report. Room rates to be reimbursed will be reviewed in the ASI Accounting Office and must be in accordance with Chancellor's office and University guidelines. Out of State logging will also be reimbursed for reasonable, actual expenses.

Commented [RH9]: Revised language located in Section 3.h. of PC Funding Provided...

In accordance with State of California guidelines and CSU directives, ASI does not fund travel to state with discriminatory laws. A current list of prohibited states is available from ASI Financial Services.

Commented [RH10]: Repealed on September 13, 2023 by Governor Newsom signing SB 447, which repealed AB 1887.

Incidentals shall include the actual rates for parking with required receipts, official business calls over the telephone, and actual cost of ground transportation with required receipts.

Commented [RH11]: Additions to the items listed here in the PC Funding Provided... include modes of transportation and registration.

2. LINE ITEM TRANSFERS AND TRAVEL

The ASI Finance Committee and/or the ASI Board of Directors must approve all line-item transfers being made into travel (8077). Any line item transfer involving travel below \$500 shall be approved by the Finance committee. All other line item transfers involving travel \$500 or above shall be approved by the Finance Committee and the Board of Directors. After the final Finance Committee and Board of Directors' meetings of the fiscal year, the ASI Vice Chair/Treasurer and the Chair of the Board may approve any line item transfers into travel.

Line-item transfers into Travel will not be considered by the Board of Directors before March 15 of the current fiscal year. Transfers shall not exceed 15% of the current fiscal year's allocated Travel budget. Any line-item transfer made into Travel below \$1,000 shall be approved by the Finance Committee. Line-item transfers made into Travel \$1,000 or above shall be approved by the Finance Committee and the Board of Directors.

Commented [RH12]: Revised language located in Section 1.d. of PC Funding Provided...

DATE APPROVED: 05/08/2018
DATE REVISED: 04/20/2021

ASI's Social Media Policy

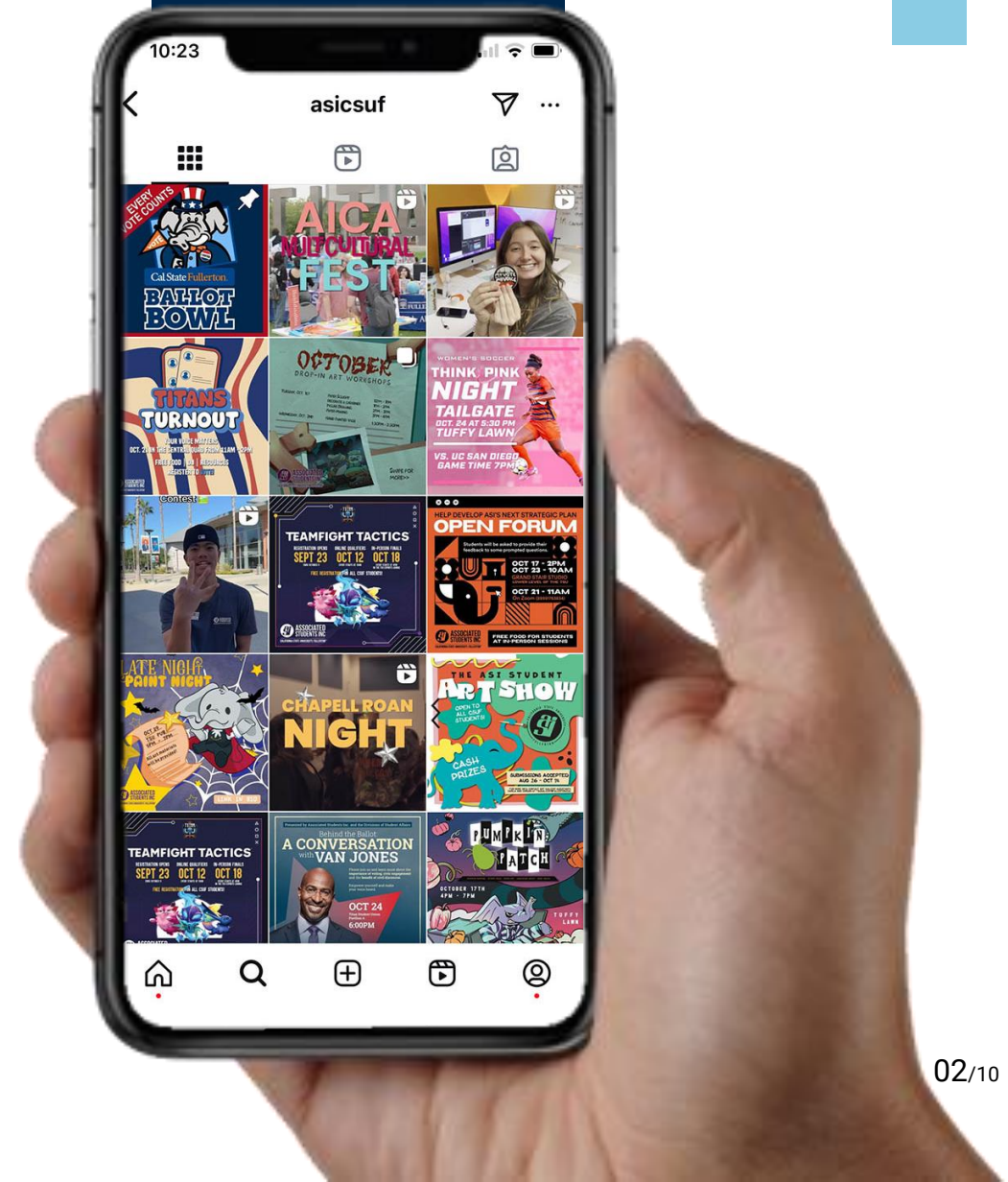
Nov. 20, 2024

Presented by
Christina Cardenas
Director, Organizational Communication and
Outreach



About ASI's Social Media Policy

- **Goal of Policy:** To guide how student and professional staff use ASI's official social media channels.
- **Purpose:** To ensure brand alignment, confidentiality and professionalism across ASI's social media presence.
- **Why Change:** Recent updates reflect evolving digital security, accessibility standards, and role restructuring.
- **Purpose of Update:** To strengthen security, ensure inclusivity, and clarify responsibilities for more consistent social media engagement.





Policy Structure & Changes

Added Sections: The updated policy introduces two new sections: **Accessibility** and **Security**.

Accessibility ensures that ASI social media adheres to accessibility standards (WCAG, CSU ATI) for inclusivity.

Security mandates annual password updates and two-factor authentication, managed by the Digital and Social Media Manager and IT.

Roles & Title Changes

Title Updates: The new policy replaces the role of "Chief Communications Officer" with "Digital and Social Media Manager."

New Responsibilities: The Digital and Social Media Manager now has authority over content approvals, analytics tracking, and social media scheduling.





Reposting Guidelines

Content Reposting

- The revised policy focuses on sharing content for official campus departments, ASI-affiliated partners, and general student events.
- While content from individual student organizations won't be reposted, this approach ensures a consistent and impartial platform.



Other key changes to **ASI's Social Media Policy**

Privacy and Confidentiality Enhancements

Increased Privacy Standards: Posts mentioning specific individuals now require consent, except for incidental event mentions.

Changes in Approval and Content Deletion Authority

Expanded Authority on Content Removal: The Digital and Social Media Manager, along with directors, can remove non-compliant content, including typos, profanity, or off-brand material.

Scheduling and Coordination Process Adjustments

Social Media Scheduling Software: Specifies the use of scheduling tools for content planning, managed by designated personnel.



Questions?



CALIFORNIA STATE UNIVERSITY, FULLERTON™

A RESOLUTION TO AMEND ASI POLICY CONCERNING SOCIAL MEDIA

Sponsor: Brian Rubio

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

WHEREAS, ASI Policy Concerning Social Media provides guidelines regarding the way ASI student and professional staff use official ASI social media accounts; and

WHEREAS, the Policy Concerning Social Media was reviewed and approved in 2021; and

WHEREAS, a review of the policy identified changes to clarify access to ASI social media accounts, to add language regarding the protection of confidential information, incorporate revisions to the accessibility requirements for social media posts, update the security language, clarify social media content request requirements, and to correct position titles; therefore let it be

RESOLVED, ASI approves the amendments to the Policy Concerning Social Media; and let it be finally

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

Adopted by the Board of Directors of the Associated Students Inc., California State University, Fullerton on the third day of December in the year two thousand and twenty-four.

Gavin Ong
Chair, Board of Directors

Noah Alvarez
Secretary, Board of Directors

POLICY CONCERNING SOCIAL MEDIA

PURPOSE

The purpose of the Associated Student Inc. (ASI) Social Media Policy is to provide guidelines regarding the way ASI student and professional staff use official ASI social media accounts. Social media is defined as "online technologies that allow people to share content, opinions, insights, experiences, perspectives, and media itself."¹

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

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

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

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WHO SHOULD KNOW THIS POLICY

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

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

STANDARDS

1. ACCESS

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

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

ASI social media account credentials (e.g., usernames, passwords) will be maintained by the Associate Director of Marketing, Communications, & Design. Authorized account users will be given access to this information with the expectation that the login credentials are confidential and not to be shared with others. No changes to the username or password of any ASI social media account will be made by anyone other than the Associate Director of Marketing, Communications, & Design. ~~Passwords for all social media accounts will be changed at least annually or as needed by the Associate Director of Marketing, Communications, & Design.~~

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

The creation of new and/or elimination of existing ASI related social media accounts will be handled by the Associate Director of Marketing, Communications, & Design in consultation with the ~~Director of Organizational Communications and Outreach, and the Digital and Social Media Manager~~ ~~Associate Executive Director~~ and ~~Chief Communications Officer~~. Any requests for new ASI-~~ASI~~-related social media accounts will be directed to the Associate Director of Marketing, Communications, & Design. The only official ASI social media accounts are ~~@asicsuf and @titanrecreation, @ASICSUF (Facebook), and associated-students-inc-csuf (LinkedIn).~~

2. PROTECTION OF CONFIDENTIAL INFORMATION

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

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

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

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

3. RULES AND REGULATIONS

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

Commented [JF1]: Verify that these are all we have. Are linked and facebook considered "social media" or no?

Commented [JF2]: Should there be some mention of using non-staff in posts? We wander around campus and take video. Do we get written consent? Do we have to? Should it be mentioned?

Commented [CC3R2]: This is from the strat comm website: "Release forms are not required for subjects incidentally photographed during general event photography ." I think we need to re-word this

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

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

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

The creation or deletion of ASI related social media accounts/pages is prohibited without the approval of the Associate Director of Marketing, Communications, & Design and [the Director of Organizational Communication and Outreach](#). ~~Associate Executive Director~~.

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

Social media graphics for ASI events must be created by the ASI Marketing, [Communications](#) & Design Department. Individuals and groups may apply the ASI logo to their own graphic with the expressed written permission from the Associate Director of Marketing, Communications, & Design. Social media graphic requests are to be submitted to Marketing, [Communications](#) & Design Department (see section 6).

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

4. SOCIAL MEDIA POSTING REQUIREMENTS AND BEST PRACTICES

Careful review should be given before posting to any ASI social media account. Account administrators should consider whether or not the content may be polarizing or controversial. When in doubt, account administrators should consult the Associate Director of Marketing, Communications, & Design or the Director of [Organizational Communication and Outreach](#)

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

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

The Marketing, [Communications](#) & Design Department will post social media content requested through the [Social Media Content Request Form](#) as part of marketing efforts for ASI departments

5. ACCESSIBILITY

[All ASI Social Media posts will be accessible to all users, including individuals with disabilities. ASI social media posts will adhere to the most current Web Content Accessibility Guidelines \(WCAG\) and the California State University Accessibility Technology Initiative \(ATI\).](#)

5.6. ANALYTICS

The Marketing, [Communications](#), & Design Department and [the Digital and Social Media Manager](#) Chief-

Commented [JF4]: Does this still exist?

Commented [CC5R4]: It's something we're looking to change, so the form may change name

~~Communications Officer~~ will track social media analytics for reporting to the Board of Directors as needed.

7. SECURITY

The Marketing, Communications, and Design team will change the passwords to the social media channels owned by ASI every calendar year. All social media channels will also be protected by two-factor authentication overseen by the Digital and Social Media Manager, and KeePass overseen by the ASI Information Technology Department.

6.8. SOCIAL MEDIA CONTENT REQUESTS

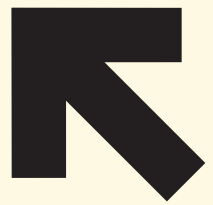
Requests for social media content (e.g., text, photo, video) will be managed by the Marketing, Communications, & Design Department upon receipt of a completed Social Media Request Form. Social media requests for student government and commission efforts should be directed to the Digital and Social Media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

Commented [JF6]: See note above

ASI will repost or share content exclusively from official campus departments, ASI-affiliated partners, and events that broadly benefit students. Content from individual student organizations will not be reposted to ensure impartiality and avoid the perception of favoritism.

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

DATE APPROVED:	05/09/2017
DATE REVISED:	04/30/2019
	04/20/2021
	XX/XX/2024



Policy Concerning ASI Elections

Fall 2024



Policy Purpose

The ASI Policy Concerning ASI Elections provides guidance on the facilitation of the ASI Elections program to elect the ASI President and Vice President and sixteen ASI Board of Director college representatives each spring for the following academic year.

A decorative graphic featuring a green line that starts from the left, curves down, and then continues horizontally. A blue line starts from the bottom, curves up, and then continues horizontally, overlapping the green line. A red line starts from the top right and curves down. An orange circle is positioned on the left side. Two black dots are placed on the green line: one at the top curve and one at the bottom curve.

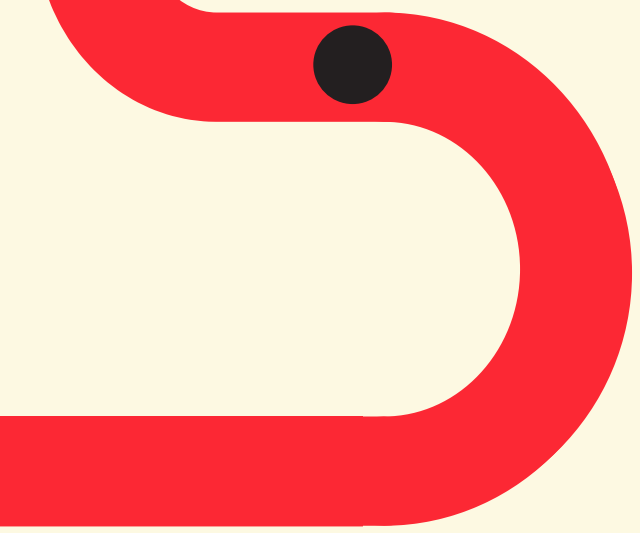
Recommendations

R

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General Corrections

- **Policy established in 2019 and last reviewed in 2021**
- **ASI Policy review schedule is every 3 years**
- **Minor language, grammar, spelling, and punctuation errors are corrected throughout policy**
 - **Example: CSU Fullerton to Cal State Fullerton**





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5

Recounts

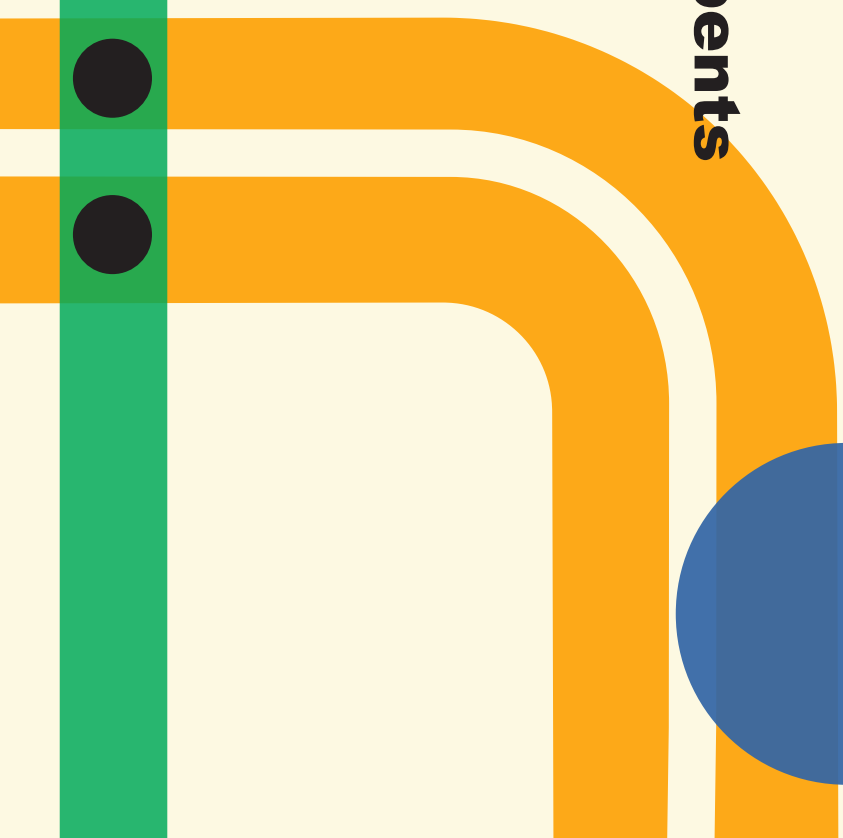
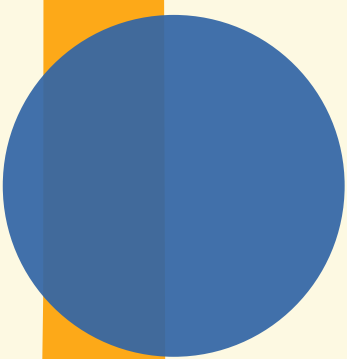
- **Determining Winners process outlines certification process of results:**
 - **Certification includes review by ASI Elections Director, ASI Executive Director, and Vice President of Student Affairs**
 - **Only occurs if there are no pending complaints or appeals**
 - **Results are announced after they are certified**
 - **Recount language is vague and not situated appropriately in the ASI Elections Process**





Eligibility

- **Adds appropriate reference to CSU Minimum Qualifications for Student Office Holders to policy**
- **Eligibility criteria updated and differentiated for both candidates and incumbents once elected**
- **Addition of training attendance for incumbents**



**R****7**

Accountability

Establishing training attendance as a requirement aims to:

- **Codify current expectation for student leaders to attend training**
- **Assist student leaders in maintaining leadership, academic, and employment involvements with supervisors, faculty, etc.**
- **Provide reasonable accountability standard to be adequately prepared to represent the student body elected to serve**
- **10% reduction of financial award if absent and unexcused for over half the training dates during term**
- **For 9 training dates (5 days in June, 2 days in August, 2 days in January), this would mean being unexcused for 5 days total during term**





R

8

Write-ins

- **Clarifies expectations for write-in candidates to complete only the ASI Conflict of Interest Form, and to be held to the same eligibility and candidate requirements during the campaign period**

R



Summary

General Corrections

Spelling, grammar, and punctuation corrections throughout policy

Recounts

Reinforces established complaint and appeals processes by removing vague language

Eligibility

Adds appropriate reference to CSU eligibility guidelines to policy

Accountability

Creates accountability measures for elected leaders to attend trainings during term

Write-ins

Streamlines write-in process to remove redundant process and clarify expectations

The background features abstract, thick, rounded lines in red and orange. A vertical orange line runs down the left side, with a horizontal red line crossing it. Another horizontal red line is above it. On the right, a vertical red line runs down, with a green circle overlapping its lower portion. Small black dots are placed at the intersections of the lines.

Questions?

Rebecca Hesgard

Director, ASI Student Government



CALIFORNIA STATE UNIVERSITY, FULLERTON™

A RESOLUTION TO AMEND THE POLICY CONCERNING ASI ELECTIONS

Sponsors: Brian Rubio

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, the ASI Policy Concerning ASI Elections provides guidance on the facilitation of the ASI Elections program to elect the ASI President and Vice President and sixteen ASI Board of Director college representatives each spring; and

WHEREAS, the ASI Policy Concerning ASI Elections was established in spring 2019, and has last been reviewed and revised in fall 2019 and spring 2021; and

WHEREAS, periodically ASI as an organization must review its policies to ensure that current operations mirror the requirements as outlined in these governing documents and that minor language, grammar, spelling, and punctuation corrections are made; and

WHEREAS, the recommended removal of the recount language in the outlined process to determine winners will help reinforce the thoroughly established complaint and appeals processes via the Elections Judicial Council and ASI Board of Directors and the certification procedures outlined; and

WHEREAS, the Office of the Chancellor has provided system-wide guidelines known as the CSU Minimum Qualifications for Student Office Holders which established eligibility criteria for candidate unit load, candidate residency, incumbent unit load, incumbent maximum allowable units for student leaders in holding roles as Major Student Government Offices, Minor Representative Officers, and Systemwide Committee Appointees¹; and

WHEREAS, the CSU defines Major Student Government Offices as students who are executive officers or board members on student government; students who serve on campus auxiliary organizations (student union, recreation centers, foundations and commercial enterprises); and students who are officers or board members of California State Student Association (CSSA)¹; and

WHEREAS, the recommended changes to the ASI policy will reflect that the ASI leadership

¹ See attachment.

positions elected during the ASI Elections constitute Major Student Government Offices¹ and the relevant eligibility criterion established for holding these major offices; and

WHEREAS, the additional inclusion of incumbent training attendance codifies the requirement of ASI student leaders to attend training throughout their leadership term from June 1 to May 31, and provides additional accountability guidelines to ensure student leaders receive adequate preparation and onboarding to serve their constituency; and

WHEREAS, the recommended language clarifies requirements of write-in candidates and reinforces that these students are upheld to the same candidate eligibility requirements during the election and incumbent requirements if elected; and therefore, let it be

RESOLVED, ASI approves the amendments to the ASI Policy Concerning ASI Elections effective immediately to add clarity to policy language related to appropriate reference of system-wide eligibility criteria, enhancing accountability measures for student leader training attendance, focusing candidate recourse avenues on the current complaint and appeals processes, clarifying write-in candidate expectations, and correcting other minor language, grammar, spelling, and punctuation errors; and let it be finally

RESOLVED, that this Resolution be distributed to the ASI Executive Director and applicable departments and staff.

Adopted by the Board of Directors of the Associated Students Inc., California State University, Fullerton on the third day of December in the year two thousand and twenty-four.

Gavin Ong
Chair, Board of Directors

Noah Alvarez
Secretary, Board of Directors

MINIMUM QUALIFICATIONS FOR STUDENT OFFICE HOLDERS

Given the representative, fiduciary, legal, and other long-range policy-making responsibilities and influence of student office holders, it is the policy of the California State University (CSU) that student office holders and systemwide committee appointments have an obligation to demonstrate academic involvement, achievement, and progress.

All student representatives, candidates, and incumbents for major and minor office positions must be matriculated at a CSU campus maintaining a minimum on-campus 2.0 term grade point average (GPA), are in good standing, and must not be on academic, disciplinary or administrative probation. This requirement applies to the major student government offices defined below, minor student representative offices as defined by the campus, and student representatives to systemwide committees.

These requirements are minimum qualifications. The campus president or designee is authorized to increase the minimum qualifications and establish additional requirements as determined by the campus.

MAJOR STUDENT GOVERNMENT OFFICES

Major student offices include students who are executive officers or board members on student government; students who serve on campus auxiliary organizations (student union, recreation centers, foundations and commercial enterprises); and students who are officers or board members of California State Student Association (CSSA).

Candidate Requirements

A. Candidate Unit Load

Undergraduate candidates must maintain 6 semester (9 quarter) units per term while running for office. Graduate and credential student candidates must maintain 3 semester (4 quarter) units per term while running for office.

B. Candidate Residency

Undergraduate candidates for office must have been enrolled on the campus and have completed at least one semester or two quarters prior to the election, earning a minimum of 6 semester (9 quarter) units during that year. Graduate and credential candidates must be currently enrolled on the campus in a minimum of 3 semester (4 quarter) units per term to be eligible.

Year-round quarter campuses may establish a lower number of quarter units that new graduate and credential students must earn to fulfill candidate residency requirements for major student government offices.

Incumbent Requirements

A. Incumbent Unit Load

Undergraduate students must earn 6 semester (9 quarter) units of credit per term while holding office. Graduate and credential students must earn 3 semester (4 quarter) units of credit per term while holding office.

Students enrolled at quarter campuses must attend a minimum of two quarters during the academic year to maintain eligibility. However, year-round quarter campuses may require student office holders to be enrolled a minimum of three quarters during the calendar year to maintain eligibility.

B. Incumbent Maximum Allowable Units

Undergraduate students are allowed to earn a maximum of 150 semester (225 quarter) units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester (75 quarter) units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units will no longer be eligible for major student government office.

MINOR REPRESENTATIVE OFFICERS

CSU student presidents and treasurers of campus-approved student clubs and organizations shall be defined as minor representative student officers. The campus president or designee retains the authority to define additional minor representative officers as appropriate.

Candidate Requirements

Requirements regarding unit candidate unit load and candidate residency are determined by the campus president or designee.

Incumbent Requirements

A. Incumbent Unit Load

Undergraduate incumbents must earn 6 semester (9 quarter) units per term while holding office. Graduate and credential incumbents must earn 3 semester (4 quarter) units per term while holding office.

Students enrolled at quarter campuses must attend a minimum of two quarters during the academic year to maintain eligibility.

B. Incumbent Maximum Allowable Units

Undergraduate students are allowed to earn a maximum of 150 semester (225 quarter) units or

125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester (75 quarter) units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units will no longer be eligible for minor student government office.

SYSTEMWIDE COMMITTEE APPOINTEES

All students who are appointed by the CSU to serve on regular or ad hoc systemwide committees must meet the following criteria.

Candidate Requirements

A. Candidate Unit Load

Requirements regarding candidate unit load are determined by the campus president or their designee.

B. Candidate Residency

Undergraduate nominees for systemwide committee appointment must have been enrolled in the CSU system and have completed one semester (two quarters) prior to the appointment, earning a minimum of 6 semester (9 quarter) units during that year. Graduate and credential candidates must be currently enrolled on the campus in a minimum of 3 semester (4 quarter) units per term to be eligible.

A. Incumbent Unit Load

Undergraduate students must earn a minimum of 6 semester (9 quarter) units per term while serving on a committee. Graduate and credential students must earn a minimum of 3 semester (4 quarter) units per term while serving.

Students at quarter campuses must attend a minimum of two quarters during the academic year to maintain eligibility.

B. Incumbent Maximum Allowable Units

Undergraduate students are allowed to earn a maximum of 150 semester (225 quarter) units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester (75 quarter) units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding over that number of units will no longer be eligible to participate on systemwide committees.

EXCEPTIONS

Under extraordinary circumstances the campus president or designee may make an exception to the requirements for unit load, maximum allowable units, residency, and GPA.

POLICY CONCERNING ASI ELECTIONS

PURPOSE

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

Commented [FJ1]: seems like a verb is missing. facilitate? conduct? oversee?

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1. REFERENDUM, SPECIAL ELECTIONS, INITIATIVES, AND RECALL 10

All referenda, initiatives, and recalls..... 10

a. Referendum 11

b. Special Elections 11

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d. Recall..... 11

WHO SHOULD KNOW THIS POLICY

- | | |
|--|--|
| <input type="checkbox"/> Budget Area Administrators | <input type="checkbox"/> Volunteers |
| <input type="checkbox"/> Management Personnel | <input type="checkbox"/> Grant Recipients |
| <input checked="" type="checkbox"/> Supervisors | <input 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
Automatic Disqualification	Occurs immediately due to the Elections Judicial Council's vote on violation(s).
Campaigning	Any effort by any individual or group to influence the decision of any potential voter in support or against any candidate or candidate team appearing on the ballot.
Candidate	One (1) student who has filed the "Petition for Candidacy" forms, attended the mandatory candidate orientation, and fulfilled the requirements to run for office as stated in ASI Policy.
Candidate team	Two (2) students who have filed the "Petition for Candidacy" forms with the intention of running for ASI President and Vice President, attended the mandatory candidate orientation, and fulfilled requirements to run for office as stated in ASI Policy.
Disqualification	This is a condition under which a person may not assume, continue in, or run for any elected or appointed ASI position. Can only be finalized by the Elections Judicial Council.
Removal from the ballot	A candidate running for elected ASI office is removed from the ballot. These candidates are prevented from running for ASI office as a write-in candidate.
Violation	A formal complaint that has been filed with and confirmed by the Elections Judicial Council.
Write-In Candidate	Any person who runs for office within ASI and does not have their name pre-printed on the ballot. Write-in candidates shall have the same rights and responsibilities as all other candidates, except they did not attend the Candidate Orientation.

Commented [FJ2]: requirements?

STANDARDS

1. ELECTIONS

Each year, the [GSU-Cal State Fullerton's](#) Student Body shall elect the ASI President, ASI Vice President, and ASI Board of Directors for the upcoming academic year. The elections shall be held Tuesday through Wednesday three weeks prior to Spring Recess.

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

POLICY STATEMENT

Public notice of an election must be given to ~~student~~the student body no later than ten (10) legal days prior to the election. The notice shall specify the place(s), the legal day(s), the hours of such elections, and the general nature of the issue(s) to be decided.

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

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

2. VOTING PROCEDURES

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

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

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

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

3. DETERMINING WINNERS

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

The winners will be the candidate or candidate team who receives a majority of votes in the regular election. A majority shall be defined as 50% plus one individual vote of the total votes cast.

President and Vice President:

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

ASI Board of Directors:

- The winners shall be the two (2) candidates from each college who receive the most votes.
- If two candidates tie for second place, the candidate(s) with the fewest votes shall be eliminated and as Instant Run-Off will occur, as defined by the Instant-Runoff Voting method.

- The eliminated candidate(s) votes are transferred to the other candidates, excluding the candidate that received the highest vote total, depending on each individual voter's preference as stated on their ballot. The winner shall be determined by a simulated election based on the new voting totals.

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

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

Recounts

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

Commented [FJ3]: this is vague

4. ELECTIONS TEAM

The Elections Team shall be composed of the Elections Director and two (2) Coordinators. They shall be responsible for promoting ASI Elections and encouraging participation and promotional events for ASI Elections.

The Elections Team shall encourage students to run prior to the Petition for Candidacy form due date, promote voter participation prior to and throughout the election, plan and execute ASI Elections events, and have thorough knowledge and understanding of election rules and procedures.

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

~~The Elections Team reserves the right to remove any campaign materials in violation of the guidelines provided in this policy.~~

Commented [FJ4]: in violation of what?

Additional Elections Director Duties

The Elections Director will be required to follow the responsibilities:

- Oversee ASI Elections.
- Accountable for implanting and enforcing all provisions of the ASI Bylaws and ASI Policy that pertain to ASI Elections.
- Recruit, oversee, and train the Elections Coordinators.
- Chair the Elections Judicial Council.
- Submit a budget request for the next fiscal year to the ASI Board of Directors Treasurer in compliance with the established budget process and deadlines.

- Reassess and reevaluate current practices pertaining to ASI Elections.
- After the candidate certification, the Elections Director shall provide a report to the ASI Board of Directors summarizing the election and proposing any recommendations for the following year.
- Recommend the Board of Directors to remove any member(s) from the ASI Elections Team for due cause.

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

a. Appointment of Elections Team

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

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

In the event of a vacancy in the position of the Elections Director and/or Elections Coordinator(s), the President shall appoint a new Elections Director and/or Elections Coordinator(s) confirmed by a majority vote of the ASI Board of Directors.

5. CANDIDATE AND INCUMBENT ELIGIBILITY

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

These Eligibility requirements are established by the CSU system as the Minimum Qualifications for Student Office Holders. The below criteria pertain to the CSU definition of Major Student Government Offices. Major student offices include students who are executive officers (ASI President and Vice President) or board members (ASI Board of Directors) on student government. These eligibility requirements are not able to be suspended by the ASI Board of Directors and ineligibility based on CSU established requirements are not appealable.

Commented [RH5]: Inclusion of more information from the Chancellor's Office Minimum Qualifications for Student Office Holders.

a. Candidate Residency

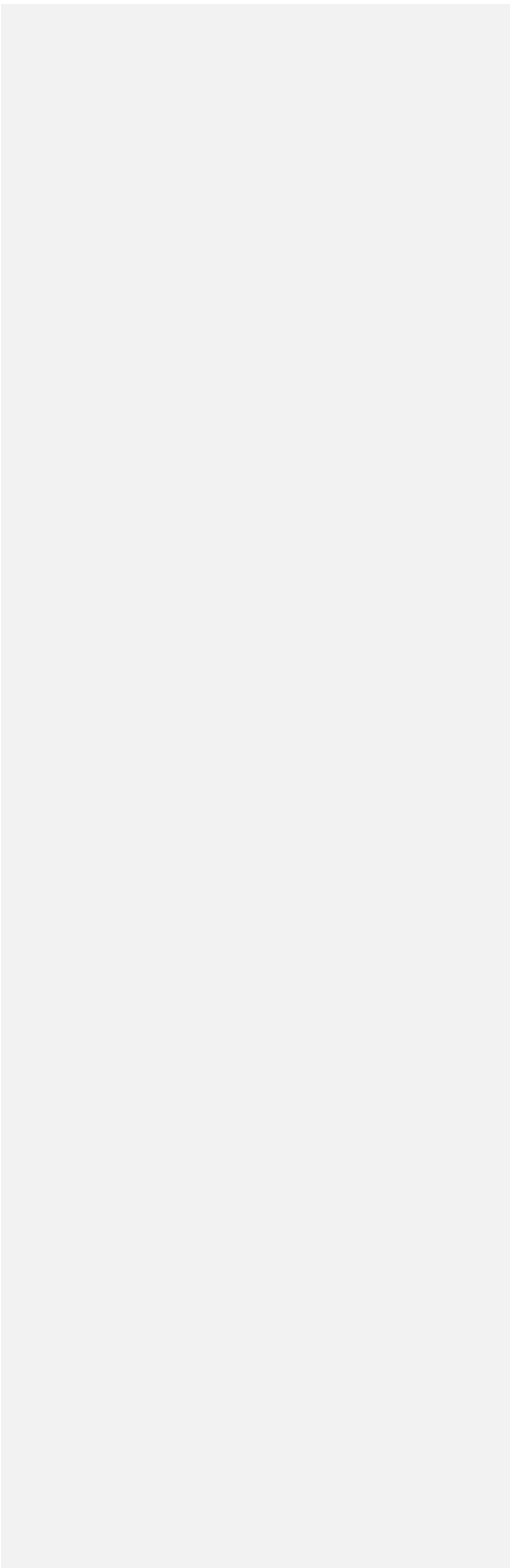
Undergraduate student candidates for office must have been enrolled at CSU-Cal State Fullerton for one semester preceding the election, earning a total of at least six (6) semester units during that semester. New graduate students who received a bachelor's degree or credential within the past three (3)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

b. Candidate Grade Point Average

All student candidates for, or current student officers serving in, an elected or appointed position within ASI must be in good standing, must not be on probation, must have earned a CSU-Cal State Fullerton semester grade point average of 2.0 and a CSU-Cal State Fullerton cumulative grade point average of 2.5 for all classes at CSU-Cal State Fullerton during the semester prior to their candidacy, and must

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maintain these standards.

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c. Candidate Unit Load

Undergraduate student candidates must maintain at least six (6) semester units per term while running for office. Graduate student candidates must maintain at least three (3) semester units per term while running for office.

d. Faculty or Staff

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

e. Incumbent Grade Point Average

All 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 Cal State Fullerton semester grade point average of 2.0 and a Cal State Fullerton cumulative grade point average of 2.5 for all classes at Cal State Fullerton during the semester prior to starting their term of office. Officers must maintain these standards for each semester during their term.

e-f. Incumbent Unit Load

Undergraduate student officers must earn six (6) semester units of credit per term while holding office. Graduate student officers must earn three (3) semester units of credit per term while holding office.

f.g. Incumbent Maximum Allowable Units

Undergraduate student officers are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate student officers are allowed to can earn a maximum of 50 semester units. Students holding over the maximum allowable units are no longer be eligible for office.

h. Incumbent Training Attendance

Undergraduate and graduate student officers are required to attend all leadership development training dates throughout their elected term beginning June 1 through May 31 of the academic year. This includes Student Government Installation and the first Board of Directors meeting on the first business day after June 1, all June and August summer training activities, and January winter training activities.

Commented [RH6]: Inclusion of training attendance requirement once elected (or appointed) to ensure accountability for readiness to serve the student body.

Excusals may be granted for unanticipated illness, emergency, or university business relating to the responsibilities of the student officer. Academic, employment, or other leadership involvement duties are the responsibility of the student officer to manage and maintain with their respective faculty, employer, or other supervisor.

To ensure all student officers are accountable for being adequately prepared to represent their constituents and uphold all responsibilities of their elected or appointed office, a reduction of financial leadership award by 10% may be instituted for cumulative unexcused absences for more than half of the shared training dates during the duration of the leadership term.

6. SPECIFIC ELIGIBILITY FOR ASI BOARD OF DIRECTORS

a. Students with Undeclared Majors

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

b. Students with Multiple Majors

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

c. Students with Minors

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

Commented [FJ7]: which?

d. Students Interested in Representing the College of Education

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

7. CANDIDACY

a. Filing for Candidacy

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

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

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

b. Write-in Candidates

Write-in candidates are responsible for complying with all provisions of ASI Bylaws and ASI Policy, including all candidate and incumbent eligibility requirements, except for attending the Candidate Orientation.

Commented [HR8]: Updated language for write-in candidates.

Write-in candidates may run for any one office of their choice for which an election is being held but will not have their name pre-printed on the ballot. Write-in candidates for the ASI President and Vice President positions must run

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

c. Verification

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

Commented [CS9]: I don't believe this is outlined in Bylaws. We should discuss any need to amend and include the appropriate language.

8. ENDORSEMENTS

Students may receive endorsements from clubs and/or organizations. If a candidate wants an endorsement, they must receive written consent from clubs and/or organizations.

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

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

9. EXPENSES

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

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

Election Expense Reports will be considered public information.

Commented [RH10]: Do we have a rationale for collecting this information each year?

10. VIOLATIONS

The purpose of the Campaign Violation System is to hold candidates and candidate teams responsible for threatening the democratic process, committing ethical breaches, interfering with the mission of the ASI, threatening the safety of the campus, and violating ASI and CSU-Cal State Fullerton protocols. Any candidate or candidate team found before the Elections Judicial Council who ~~m~~ ~~violated~~ these Bylaws or ASI Policy shall be subject to consequences.

Commented [ED11R10]: This was a big issue years ago to ensure elections were not being swayed by money. Maybe not necessary anymore?

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a. Class A (Automatic Disqualification) Violations

Class A (Disqualifiable) Violations shall carry three (3) strikes. If a candidate commits any of the following, the candidate is automatically disqualified from the election:

- A violation of these Bylaws, ASI Policy, [CSU-Cal State](#) Fullerton Policy, State or Federal Law in connection to the election in a way which extensively affects the outcome or integrity of the electoral or judicial processes.
- Using [CSU-Cal State](#) Fullerton or ASI authority, facilities, funds, or resources that are not open to all students for campaign purposes to an extent which extensively affects the outcome or integrity of the election.
- Intimidating, impeding, threatening, or retaliating against voters, parties of ASI Board of Directors appeals case, Elections Team, Elections Judicial Council members, candidates, potential candidates, or other persons related to the election.
- Interfering with the polling, voting, or vote count mechanism. Including but not limited to: submitting multiple ballots, modifying any ballot other than one's own, or submitting a ballot for another person.
- Failing to appear at a formal hearing before the ASI Board of Directors.

b. Class B (Major) Violations

Class B (Major) Violations shall carry two (2) strikes. If a candidate commits any of the following, the candidate will acquire two (2) strikes against their campaign and, the official ballot shall reflect the specific violation and circumstance:

- A violation of these Bylaws, ASI Policy, [CSU-Cal State](#) Fullerton Policy, State or Federal Law in connection to the election in a way which moderately affects the outcome or integrity of the electoral or judicial processes.
- Using [CSU-Cal State](#) Fullerton or ASI authority, facilities, funds, or resources that are not open to all students for campaign purposes to an extent which moderately affects the outcome or integrity of the election.
- Repeatedly destroying, defacing, covering, moving or removing from their places, posters, signs, banners, leaflets, or flyers representing student organizations and/or University departments in connection to the election.
- Disseminating information intended to mislead or deceive as to the mechanics of the election or intentionally disseminating information that is objectively and probably false on matters pertaining to the [CSU-Cal State](#) Fullerton or the ASI in connection to the election.
- Willfully violating an order from the Elections Judicial Council.
- Filing malicious, frivolous, misleading, or bad faith charges or complaints against any candidate, candidate team, proponent, or opponent in the Elections Judicial Council. If an individual engages a third party to file such charges, both individuals shall be held responsible.
- Actively campaigning or posting campaign materials before the mandatory Candidate Orientation.
- Any Board of Directors candidates from the same college officially or unofficially campaigning together.
- Claiming an endorsement of an individual, group, organization, party, etc. without consent.
- Using the intellectual property of another person or organization to campaign, without the permission of the rightful owner. Candidates shall obtain permission in writing. Action for this violation can only be brought by or on the complaint of the rightful owner.
- Purchasing paid campaign advertising, or soliciting unpaid campaign advertising, in [CSU-Cal State](#) Fullerton or ASI affiliated publication.
- Using internet enabled devices to acquire votes during the voting period. This includes cell phones, tablets, laptops, and other devices that may access the elections ballot.
- Using any means of unsolicited electronic communication "spam" to campaign (electronic mail, phone, message, text, social media). The following are not "Spam":
 - The [recipient-initiated/recipient-initiated](#) contact regarding campaign matters through the same communication medium with the author,

- The recipient gave their contact information for the same communication medium to the author's campaign,
- The communication is sent through a social network and the recipient has the author as a connection/friend/etc. on the same social network, or
- The communication is sent through a listserv/group message mechanism run by some organization and the author has permission from the leadership of that organization or is a member in good standing of that organization and the communication clearly indicates the group/listserv through which it is sent. ~~These~~ criteria shall not be valid for group messages sent to an entire class, academic program, or other groups/listservs which students are required to be or automatically are members of.

c. Class C (Minor) Violations

Class C (Minor) Violations shall carry one (1) strike. If a candidate commits any of the following the candidate will acquire one (1) strike against their campaign, and the official ballot shall reflect the specific violation and circumstance:

- A violation of these Bylaws, ASI Policy, [CSU-Cal State Fullerton Policy](#), State or Federal Law in connection to the election in a way which minimally affects the outcome or integrity of the electoral or judicial processes.
- Using [CSU-Cal State Fullerton](#) or ASI authority, facilities, funds, or resources that are not open to all students for campaign purposes to an extent which minimally affects the outcome or integrity of the election.
- Violating the [CSU-Cal State Fullerton Posting Policy](#). Refer to Student Life and Leadership for more information.
- Distributing food and/or beverage, with the exception of unopened water bottles and prepackaged snacks.
- Falsely claiming a past or current position, title, membership, award, other affiliation, etc. with an individual, group, organization, party, etc. When applicable, membership deemed shall be defined as being a member in good standing. Past membership, affiliation, etc. must be noted as such.
- Using the name of any person without prior written consent of that individual. Any materials in violation will be seized and destroyed by the Elections Director.
- Leaving or posting campaign materials in any campus computer lab or classroom containing computers provided by [CSU-Cal State Fullerton](#).

11. COMPLAINTS

Complaints regarding elections shall be filed electronically on the ASI Website. The complaint must be submitted with a valid contact phone number or email. Incomplete or anonymous complaints will not be considered. Election complaints must be submitted within twenty-four (24) hours of the infraction. All formal complaints filed after twenty-four (24) hours of the infraction will not be considered unless the severity of the violation warrants consideration.

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

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

12. ELECTIONS JUDICIAL COUNCIL

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

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

Members of the Elections Judicial Council shall be chosen by the last Board of Directors meeting of the fall semester. ~~Once a member is confirmed by the Board of Directors they shall be the only voting member to represent their constituents for the duration of the elections cycle.~~

Commented [FJ12]: What does this mean?

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

13. PENALITIES

Any violation(s) of the ASI Bylaws or ASI Policy pertaining to an election may result in a penalty ~~including~~including suspension or revocation of any publicity, posting, campaigning privileges; posting electronic notice of candidate violations on the ballot; and/or automatic disqualification and shall be administered at the discretion of the Elections Judicial Council. Violations are appealable to the ASI Board of Directors.

Result removal from the ballot:

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

14. APPEALS

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

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

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

- A valid health excuse, out of town commitment, death in the family, employment obligations,
- Exam/paper due twenty-four hours following the case, an academic commitment during the meeting time,
- Observance of a religious holy day or ceremony which prevents attendance,
- Jury duty or mandatory appearance for legal/administrative proceedings during the meeting time, or
- A force majeure which prevents attendance (this shall be defined as a chance occurrence or unavoidable accident that is not the result of negligence or misfeasance ~~by~~by the individual).

Once the Board of Directors has reached a verdict on the appeal through a formal vote, there shall be no further course of action for all parties involved in the hearing.

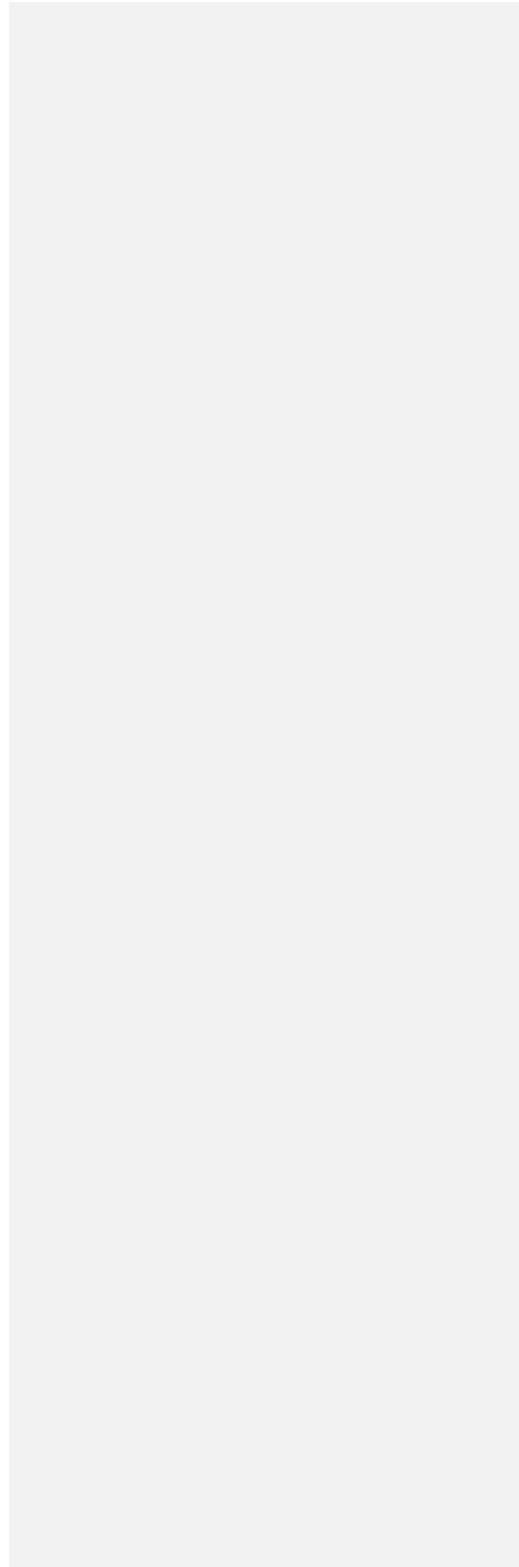
15. REFERENDUM, SPECIAL ELECTIONS, INITIATIVES, AND RECALL

All referenda, initiatives, and recalls shall be considered binding if done in coordination with the above processes unless they contradict Federal, State, or local law, the Articles of Incorporation, the ASI

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Bylaws, or the purpose of the Corporation.

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a. Referendum

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

b. Special Elections

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

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

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

c. Initiative Legislation

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

The Vice President for Student Affairs shall verify through the Dean of Students Office the enrollment status of all the students whose signature appears on the petition. After verification, a special election shall be called by the President within fifteen (15) legal days of certification of signatures.

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

d. Recall

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

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

DATE APPROVED:

02/12/2019

DATE REVISED:

12/03/2019

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POLICY STATEMENT

04/20/2021
12/03/2024

