



Associated Students, Inc.
California State University, Fullerton

CHILDREN CENTER COMMITTEE Meeting Minutes

Monday, April 30, 2018

CALL TO ORDER	Jessica Sherman called the meeting to order at 12:36 p.m.
ROLL CALL	
MEMBERS PRESENT	Kelman, Nguyen, Plaza, Sherman
MEMBERS ABSENT	Forgues, Rider, Snyder
NON-VOTING MEMBERS PRESENT	Rivera and Robles
NON-VOTING MEMBERS ABSENT	None
APPROVAL OF AGENDA	(M) Snyder (S) Sheppard moved to approve the agenda as presented.
APPROVAL OF MINUTES	
TIME CERTAIN	
PUBLIC SPEAKERS	None
REPORT:	
DIRECTOR OF THE CHILDREN CENTER	Rivera refer to Rivera's PowerPoint presentation for additional information.
COMMITTEE CHAIR	No report.
UNFINISHED BUSINESS	
NEW BUSINESS	
a. Action: Changes to ASI Bylaws Article IV	Children Center Committee 18/19 003 (M) Plaza (S) Kelman moved to approve changes to ASI Bylaws Article IV.

Sherman stated that the committee expressed their interest in the Children Center Committee meeting three times per academic year. The committee finds it beneficial to hold three meetings per academic year.

Sherman moved into a roll call.

ROLL CALL

Roll Call Votes	003		
	YES	NO	Abstain
Forgues	<i>Absent</i>		
Kelman	1		
Nguyen	1		
Plaza	1		
Rider	<i>Absent</i>		
Snyder	<i>Absent</i>		
Sherman	1		
	YES	NO	Abstain
	4	0	0

**ANNOUNCEMENTS/
MEMBERS' PRIVILEGE**

Dr. Edwards asked McDoniel to update the committee of the Children's Center security system.

McDoniel provided an update on the following:

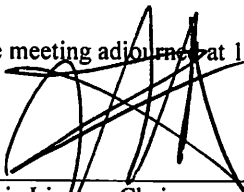
- McDoniel stated the process installation would begin January 2019.
- University Police Department were analyzing all cameras on campus.

Dr. Edwards stated there were privacy issues associated with the installation of cameras. The process of camera installation would be anticipated longer in order to listen to everyone's concerns and address each concern correctly.

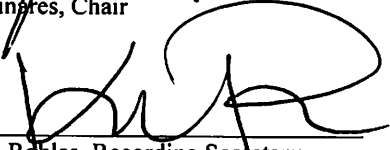
Sherman thanked the committee.

ADJOURNMENT

The meeting adjourns at 12: 50 pm.



 Maria Linares, Chair



 Kristyne Robles, Recording Secretary

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ARTICLE IV

ASI BOARD OF DIRECTORS

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

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

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

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

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

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

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

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

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

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

- a. ASI Policy Statements shall be consistent with the ASI Articles of Incorporation and Bylaws.
- b. The year of last revision shall be stated on each of the ASI Policy Statements.

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- c. The ASI Board of Directors may amend ASI Policy Statements by a majority vote.
- Clause 5. ASI Board of Directors shall be advocates for student concerns from their respective colleges or from the university. Directors shall engage the students of their college in discussion about relevant college-specific and/or university-wide concerns.
- Clause 6. Directors shall meet with the Chair of the ASI Board of Directors a minimum of once per semester. Directors shall meet with their respective college Deans at least once per semester. Directors shall meet with the ASI Executive Director and ASI Associate Executive Director at least once per semester.
- Clause 7. Goals shall be submitted to the Chair of the ASI Board of Directors and the ASI Executive Director at a time near the beginning of the academic year as determined by the Chair of the ASI Board of Directors.
- Clause 8. Directors shall update the Vice Chair/Secretary weekly with a brief report of activities within the committees, commissions, and/or councils that they may sit on.
- Clause 9. Committees
- a. The ASI Board of Directors establishes such committees as it deems necessary to study and make recommendations on proposals referred to them.
 - I. The ASI Board of Directors shall determine by a majority vote the size and composition of all special or ad hoc committees.
 - b. The ASI President or designee, ASI Vice President or designee, the ASI Board of Directors Chair or designee, and ASI Executive Director or designee shall serve as ex-officio members on all ASI special, ad hoc, and standing committees, except the Audit Committee.
 - c. All standing committees should be made up of members of the Board, and each committee should include no more than one Board member from each college.
 - d. All ASI Committees shall be composed of at least a majority of students. The chairs of ASI committees must be students. The chair and ex-officio members shall not be counted when determining if a committee is composed of at least a majority of students.
 - e. Standing committees shall include the Audit Committee, Children's Center Advisory Committee, Finance Committee, Governance Committee, and the Board Leadership Review Committee.
 - I. The Audit Committee shall be composed of four (4) members of the board, one (1) member of the ASI Finance Committee, and one (1) voting member of the Titan Student Centers Board of Trustees. The previously stated members must be students. Other voting members of the committee shall include two (2) members from the campus community. All members must be approved by the Board with

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a majority vote. No members may be staff or unpaid volunteers in operational positions of the organization (ASI). Additionally, no members from an organization that has financial interest in the ASI may serve on the committee. The Board shall appoint one of the four (4) members of the Board to serve as chair of the committee.

- (1) The Audit Committee has five (5) areas of responsibilities: (1) to make recommendations to the Board regarding the selection and retention of the independent auditor (including compensation), (2) to confer with the auditor to determine that the financial affairs of the Associated Students, CSUF, Inc. (ASI) are in order, (3) to review and determine whether or not to accept the audit, (4) to ensure that any non-audit services performed by the auditing firm conform to standards of auditor independence, (5) and to approve the performance on non-audit services by the auditing firm.
- (2) At the entrance conference prior to the start of the annual audit, the committee will review the intent and scope of the audit to include: quality of compliance controls, external reporting requirements, materiality, and risk characteristics. During the audit, the Audit Committee, along with management and the independent auditor will review the policies and procedures of the ASI in order to reasonably ensure the adequacy of internal controls over administration, accounting compliance with all governing laws and regulations, and financial reporting. At the conclusion of the audit, the Audit Committee will meet with the independent auditor, without the presence of management, to review the financial results of the audit prior to its publication and release to the general public.
- (3) The Chair of the Audit Committee will prepare a report for the Board that will include, but not be limited to the following: present the opinion of the independent auditor as to the quality of the ASI financial and accounting processes and any recommendations that the independent auditor may have, indicate how any issues described in the management letter are immediately addressed by ASI management, detail discussions with management on the status implementation of prior year recommendations and corrective plans, if any, evaluate the cooperation received by the independent auditor during its audit, including access to requested information and records, receive comments from management concerning the responsiveness of the auditor to the needs of the operation of the ASI, and report on the discharge of the committee's responsibilities.

- II. The purpose of the Children's Center Advisory Committee (hereinafter referred to as the "CC") is to provide a forum at which all constituents of the CC may discuss issues relating to the operation of the program. The CC shall be composed of the following: one (1) current student-parent who utilizes the CC, one (1) current faculty/staff parent who utilizes the CC, one (1) University President's Appointee, one (1) Academic Senate Appointee, and three members of the Board. The Board shall appoint one of the three (3) members of the Board to serve as chair of the committee.

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(1) The CC shall have all appointed positions filled four weeks after the start of the Fall semester of that academic year.

~~(1)~~(2) The CC reviews and makes recommendations to the Board, the Children's Center Director, and the Children's Center Parent Advisory Council regarding the following: the Children's Center budget, the results of parent surveys, program quality assessments, Children's Center strategic and operating plans, collaboration with other CSUF entities and with community entities, management issues brought by the Children's Center Director for discussion and input, agenda items brought by members, and, in addition, the CC may make recommendations to the University President regarding childcare issues pertaining to faculty and staff as appropriate.

- III. The Finance Committee shall hold hearings on all proposed accounts and shall refer its budget recommendations to the Board. The Board shall act on the Finance Committee's recommendations and send them to the University President for approval. The Finance Committee shall be composed of four (4) members of the Board and the Vice Chair/Treasurer. The Vice Chair/Treasurer shall chair the Finance Committee. (The preceding paragraph shall be in effect after June 1, 2017).
- IV. The Governance Committee shall make recommendations concerning policy, bylaws, and the articles of incorporation to the Board. Governance Committee shall be responsible for interviewing and recommending applicants for vacant Director positions during the academic term. The Governance Committee shall be composed of four (4) members of the Board and the Vice Chair/Secretary. The Vice Chair /Secretary shall chair the Governance Committee.
- V. The Board Leadership Review Committee shall assess the Chair and Vice Chairs of the ASI Board of Directors to determine whether they are adequately fulfilling their duties. The committee shall be composed of four (4) Directors of the Board, the Faculty Representative, the University President Representative, the Executive Director or designee, and the Chief Campus Relations Officer. All members must be nominated and approved by the Board of Directors with a majority vote. The Board of Directors shall elect one of the four (4) Directors of the Board to serve as chair of the committee. Leaders under review may not serve on the Board Leadership Review Committee.

(1) The four (4) Directors shall be chosen through a bi-annual alternating system as available and should represent four different colleges:

One Director from each of the colleges shall serve on the committee on even-numbered years: College of the Arts, College of Communication, College of Humanities and Social Sciences, and College of Natural Science and Mathematics.

One Director from each of the colleges shall serve on the committee on odd-numbered years: Mihaylo College of Business and Economics, College of Education, College of Engineering and Computer Science, and

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the College of Health and Human Development.

If there is an insufficient number of candidates available in the current year, candidates may be chosen from the alternating year.

- (2) The Board Leadership Review Committee shall meet once during the Fall Term before Week 11. This committee has the responsibility to perform a leadership review of the current Chair and Vice Chairs and to make a recommendation to the Board.
- (3) The committee's review and recommendation shall be placed on the Board's agenda as the first order of new business on Week 12. During the Chair's review the Vice Chair/Secretary shall lead the meeting. During the Vice Chairs' review, the Chair shall lead the meeting. The Board of Directors will then vote to either accept or reject the committee's conclusions.
- (4) If the Board of Directors determines that the performance of the Chair and/or Vice Chairs has been successful, they shall continue their duties. If the Board of Directors determines that the performance of the Chair and/or Vice Chairs has been unsuccessful, a new election for that position shall take place on the last meeting of the Fall Term.

Clause 10. Appointments

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

Clause 11. The ASI Board of Directors may authorize any officer, agent, or director to enter into any contract or execute any instrument in the name of and on behalf of the Corporation. Such authority is confined to a specific instance; and unless so authorized by the ASI Board of Directors, no officer, agent, director, or employee will have any power or authority to bind the Corporation by contract or engagement, or to pledge its credit, or to render it liable for any purpose of any amount.

- a. The maximum amount of a contract shall be determined by the ASI Board of Directors. No contract shall extend beyond the current fiscal year.

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- b. The ASI Executive Director, as an agent of the ASI Board of Directors, is authorized to execute contracts on behalf of the ASI Board of Directors when contracts are consistent with the budgeted programs or when non-budgeted contracts provide personal benefits to ASI members at no cost to the ASI Board of Directors.
- c. The ASI Board of Directors may establish an ad hoc committee to act on behalf of the ASI Board of Directors in making contracts for up to \$10,000 when the ASI Board of Directors is unable to establish quorum. The ad hoc committee shall consist of the ASI President, the Vice Chair/Treasurer of the Board of Directors, five Directors, and the ASI Executive Director.

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

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

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

Section 4. **VACANCIES -- DIRECTORS**

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

Clause 2. Vacancies reduce quorum.

Clause 3. In the event of a vacancy in which ASI Policy Concerning Student Appointments cannot be followed, the Governance Committee shall appoint a Director subject to a majority vote approval by the ASI Board of Directors. The following students are eligible for appointment:

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

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

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Clause 5. Directors appointed per Article IV, Section 4 of these Bylaws or ASI Policy Concerning Student Appointments shall serve until May 31.

Section 5. **ATTENDANCE POLICY**

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

Clause 2. Excused absences for due cause

- a. Absence due to scheduled classes are not excused absences.
- b. For an absence to be excused, the Chair must be notified prior to the meeting unless the Director is physically unable to do so.
- c. Excusal for an absence with due cause may only be granted by a majority vote of the ASI Board of Directors.

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

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

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

Clause 5. Attendance policy for standing committee meetings

- a. If a member's attendance at one standing committee meeting impedes his or her ability to attend another standing committee meeting, then that member will be excused from the meeting they were unable to attend.
- b. Members are responsible for requesting excused absences from standing committee meetings which conflict with other appointments, events, or scheduling.
- c. A member may only be counted as absent from a standing committee meeting if that meeting was held during the regular meeting time as stated in Article IV, Section 8, Clause 2, a, (2) of these Bylaws or at a time previously agreed to by that member.
- d. A member may only be counted as absent from a standing committee if that member was properly notified of the time and venue of the meeting. "Properly notified" being defined as at least twenty-four (24) hours' notice.

Section 6. **REMOVAL**

Clause 1. Removal for failure to meet academic qualifications

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

Clause 2. Removal for failure to meet attendance requirements

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

Clause 3. Appeals

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

Section 7. **RESIGNATION** In the event a Director should resign, written notice of their resignation should be submitted to the ASI Board of Directors Chair.

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

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

Clause 2. All communication and behavior of Board of Directors members shall demonstrate a high degree of ethics and professionalism, which includes but is not limited to purposefulness and respect, especially when general students or guests are attending the Board of

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

Clause 3. Regular Meetings

a. Schedule

- I. The ASI Board of Directors shall hold regular meetings throughout the academic year beginning with the first week of instruction. The meetings will be held every Tuesday from 1:15 P.M. to approximately 3:45 P.M. The ASI Board of Directors will hold summer meetings; the times and dates shall be decided upon by the majority of the ASI Board of Directors.
- II. Standing committees shall hold regular meetings throughout the academic year. The regular meetings of the Finance and Governance Committees will be held on Thursdays between 1:15 P.M. and 3:45 P.M. The Audit Committee shall convene at least two times annually. The Children's Center Committee shall convene at least ~~three~~ ~~four~~ times annually. The Board Leadership Review Committee shall convene at least one time annually.
- III. All funding councils shall establish annually a schedule for regular meetings at their first meeting of the academic year and post notice and agenda for such regular meetings as required hereinafter.
- IV. The time and location of all regular meetings shall be re-established annually at the first meeting of the academic year (pursuant to Education Code Section 89305.5).

b. Written Notice /Agenda

- I. Written notice of every regular meeting shall be given at least seventy-two (72) hours prior to the date set for the meeting. The written notice shall consist of the agenda for the meeting. The agenda shall contain brief descriptions of each item of business to be acted upon or discussed at the meeting including items to be discussed in closed session, if any. The agenda shall also specify the date, time, and location of the meeting and provide opportunity for members of the public to directly address the items on the agenda during Public Speaking Time.

Such written notice shall be sent electronically and included on the ASI website.

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

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

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

d. Public Comment

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

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

Clause 4. Special Meetings

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

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

- I. Such notice shall specify the time and place of the special meeting and a brief description of each item of business to be transacted.
- II. No other business shall be considered at these meetings.

d. Emergency Meetings

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

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Clause 5. Quorum and Voting Privileges

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

Clause 6. Closed Meetings

- a. The ASI Board of Directors, committee, or funding council may hold a closed meeting from which the public is excluded only if it has provided sufficient notice of such meeting and only to consider:
 - I. negotiations relative to real property,
 - II. certain litigation pursuant to advice of legal counsel,
 - III. certain employment matters,
 - IV. collective bargaining,
 - V. certain matters relating to a particular employee (unless the employee requests a public hearing),
 - VI. to confer with law enforcement officials,
 - VII. such other matters as specifically enumerated in Education Code Section 89307.
- b. For the purposes of the above section, "employee" shall not include any person elected or appointed to office.
- c. Prior to holding any closed meeting, the ASI Board of Directors, committee, or funding council shall disclose on its posted agenda and in an open, public, regular meeting the item(s) to be discussed in the closed meeting. No other items shall be considered in the closed meeting.
- d. Immediately after any closed meeting, the ASI Board of Directors, committee, or funding council shall reconvene into a public regular meeting prior to adjournment and make disclosure of what actions, if any, were taken in the closed meeting.

Section 9. **ACTION**

- Clause 1. The ASI Board of Directors, committees, and funding councils shall not take action on any item unless notice and agenda of the meeting where the item will be discussed and acted upon has been legally provided for under the Education Code and all other appropriate laws or unless an emergency situation exists. Please also refer to ASI Policy Concerning Board of Directors Operations for more information.
- Clause 2. Any action taken by the ASI Board of Directors excluding internal committee appointments and election of the Chair and Vice Chair of the ASI Board of Directors

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must be submitted to the ASI President for approval. Action becomes effective upon the signature of the ASI President or within nine (9) legal days if not vetoed in writing. The ASI Board of Directors may override any presidential veto by a two-thirds vote within fourteen (14) legal days of the ASI Board of Directors' written receipt of a veto.

Section 10. CHAIR OF THE ASI BOARD OF DIRECTORS

- Clause 1. Election and term of office
- a. The ASI Board of Directors shall elect, by a majority vote a Director who will serve as Chair.
 - b. The Chair will be elected at the first meeting in June and shall serve from that meeting through May 31. The ASI President shall serve as Chair in the absence of the Chair and Vice Chairs.
- Clause 2. The Chair shall appoint each member of the ASI Board of Directors to serve on at least one ASI Standing Committee or act as a liaison to one of the following: Titan Student Centers (TSC) Board of Trustees standing committees, ASI Programming Boards (AICA, TTF, ASIP), funded councils (the Inter Fraternity Council, the Multicultural Greek Council, the National Panhellenic Council, Panhellenic, the Resident Student Association), or a funding council (the Black Student Union, CSICC, Mesa Cooperativa, SCICC) no later than three (3) legal business days before the first meeting of the fall and spring semesters except the Audit Committee. Members of the ASI Board of Directors to serve on the Audit Committee shall be appointed by the ASI Board of Directors.
- Clause 3. The Chair shall appoint the required number of Directors on any ASI ad hoc committee.
- Clause 4. The Chair, working with the Vice Chairs and the Director of Leader and Program Development, shall be charged with developing a curriculum to be discussed at Board of Directors retreats, additional board development training, and other internal issues related to the board.
- Clause 5. The Chair shall serve as an ex-officio member of all ASI committees except the Audit Committee and the Board Leadership Review Committee.
- Clause 6. The Chair or a Director designated by the Chair shall serve as representative of the ASI Board of Directors on the Titan Student Centers Board of Trustees, the Student Athletics Advisory Council and the Academic Senate. The Chair or the Chair's designee shall serve for one year or the duration of the position providing he or she remains a member of the ASI Board of Directors during that period. If the ASI Board of Directors representative is unable to complete his or her term, the Chair shall select a representative to complete the vacated position within ten days after the position is declared vacant.
- Clause 7. The Chair shall be responsible for maintaining communication with the Executive Officers, Titan Student Centers Board of Trustees Officers, and chairs of programming board, funded, and funding councils.

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- Clause 8. The Chair shall be responsible for setting guidelines for Director's College Reports and Executive Senate Reports.
- Clause 9. The Chair shall direct the work of the Vice Chair/Secretary and Vice Chair/Treasurer.
- Clause 10. The Chair shall be responsible for holding board members accountable for their goals.
- Clause 11. Removal of the Chair shall occur by a two-thirds vote of the ASI Board of Directors or in the event that the Chair loses his or her position as Director.
- Clause 12. In the event the Chair should resign, a written notice of his or her resignation shall be submitted to the ASI President and to the ASI Board of Directors.
- Clause 13. In the event of a vacancy in the position of Chair through resignation, removal, recall, ineligibility, or death, the Vice Chair/Secretary shall assume the position of the Chair, and a new Vice Chair shall be elected by the Board of Directors at the following meeting at which the vacancy is announced.

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

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

BYLAWS FOR THE REGULATIONS,
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of Directors or in the event that the Vice Chair/Secretary loses their position as Director.

Clause 9. In the event the Vice Chair/Secretary should resign, a written notice of their resignation shall be submitted to the Chair and to the ASI Board of Directors.

Clause 10. In the event of a vacancy in the position of Vice Chair/Secretary through resignation, removal, recall, ineligibility, or death, a new Vice Chair/Secretary shall be elected at the meeting at which the vacancy is announced.

Section 12. VICE CHAIR/TREASURER OF THE ASI BOARD OF DIRECTORS

Clause 1. Election and term of office

a. The ASI Board of Directors shall elect by a majority vote a Director who shall serve as Vice Chair/Treasurer for the ASI Board of Directors.

b. The Vice Chair/Treasurer will be elected at the first meeting in June shall serve from that meeting through May 31.

Clause 2. The Vice Chair/Treasurer shall present monthly, or as needed, to the ASI Board of Directors a detailed report of the financial conditions of ASI. The report will include budget language implementation, any outstanding debt owed to ASI, any line item transfers performed by the Vice Chair/Treasurer or the Finance Committee, and the current balance of the Contingency Account.

Clause 3. The Vice Chair/Treasurer shall serve as the Chair of the Finance Committee.

Clause 4. The Vice Chair/Treasurer shall oversee the budget development for the next fiscal year with the assistance of the Director of Finance and maintain regular communication with the student leaders who oversee a budget within ASI.

Clause 5. The Vice Chair/Treasurer shall maintain regular communication with the Board of Directors Chair, Executive Officers, and Titan Student Centers Board of Trustees Officers.

Clause 6. The Vice Chair/Treasurer shall assist the Board of Directors Chair in developing a curriculum to be discussed at the Board of Directors retreats, additional board development training, and other internal issues related to the Board.

Clause 7. The Vice Chair/Treasurer shall ensure compliance with the financial policies of ASI.

Clause 8. The Vice Chair/Treasurer shall be responsible for reporting the fiscal budget recommendations of the Finance Committee and the Titan Student Centers Board of Trustees to the ASI Board of Directors on or before the first meeting in April of each fiscal year.

Clause 9. The Vice Chair/Treasurer shall assume the duties of the Vice President of Finance on June 1, 2017