CALL TO ORDER

Maria Linares called the meeting to order at 02:31 p.m.

ROLL CALL

MEMBERS PRESENT

Linares, Mumford, Rodriguez and Sherman

MEMBERS ABSENT

Mahamuni

(M) Rodriguez (S) Sherman approved to excuse Mahamuni.

NON-VOTING MEMBERS PRESENT

McDoniel, Robles

NON-VOTING MEMBERS ABSENT

APPROVAL OF AGENDA

(M) Sherman (S) Rodriguez moved to approve the agenda by unanimous consent.

APPROVAL OF MINUTES

(M) Sherman (S) Rodriguez moved to approve the minutes without objection.

PUBLIC SPEAKERS REPORT:

DIRECTOR OF ADMINISTRATION

McDoniel reported on the following:

- The following policies would be presented to the Governance Committee over the next few weeks:
  - TSC Operation Policy
  - Elections
  - New Policy regarding the Executive Team
  - Record management
  - Cell Phone
- Bylaws are required to be revised every five years. This would be the opportunity to add and remove any information.
- New policy statements would be created from bylaws.

GOVERNANCE CHAIR

No report.

UNFINISHED BUSINESS

None

NEW BUSINESS

a. Discussion: ASI Bylaws, Article X
Linares opened for discussion regarding qualifications and candidacy.

Rodriguez stated the committee should determine a GPA that is between 2.0 and 2.5.

Linares invited Drew Wiley, Director, Leader and Program Development, to inform the committee about how 2.5 GPA has impacted students.

Below is the information presented by Wiley regarding ASI student leaders that were ineligible after GPA eligibility checks.

Spring 2015: 76 students were in positions
  • 2 students were ineligible due to GPA requirement.

Fall 2015: 73 students were in positions
  • 3 students were ineligible due to GPA requirement.

Spring 2016: 76 students were in positions
  • 5 students were ineligible due to GPA requirement.

Fall 2016: 69 students were in positions
  • 3 students were ineligible due to GPA requirement.

Spring 2017: 70 students were in positions
  • 3 students were ineligible due to GPA requirement.

Spring 2018: 71 students were in positions
  • 3 students were ineligible due to GPA requirement.

Wiley stated that the vast majority of students were meeting criteria. Wiley questioned the committee, are you looking at a lens of access or is it an issue that needs to be solved?

Wiley clarified that data includes students who have been elected and/or appointed to continue onto the semester.

Linares yielded to Sherman.

Sherman, what is the process for eligibility check for students petitioning for candidacy?

Wiley, eligibility is checked in order to be candidates.

McDoniel, when would the change of GPA be implemented?

Wiley answered, it would be Spring 2020 due to candidate filling for spring 2019 was opened.

Rodriguez, can you clarify what grad good standing means?
McDoniel answered, 3.0 GPA is for graduate students which means good standing.

Linares stated that she would like to be fair. Linares highlighted that athletics has a 2.0 as eligible GPA.
Mumford stated that a 2.25 would be an in between GPA. Mumford stated the GPA would still provide a buffer.

Rodriguez agreed with Mumford.

Discussion ensued.

b. Discussion: Policy Concerning TSC Board of Trustees Operations

Linares yielded to McDoniel.

McDoniel highlighted on the following:
- The information from the bylaws would be transferred into a separate policy statement.
- Moving the information into a policy statement would be reformatting and adding any missing information.
- Ethics would be a new section in the policy statement.
- Attendance was rephrased to match the Board of Directors.
- McDoniel stated that TSC is a committee to Board of Directors
- Filling vacancies will be changed to match the Board of Directors.
- Article 6 from the Board of Trustees Operations would remain in bylaws.

Discussion ensued.

c. Discussion: Policy Concerning ASI Elections

Linares yielded to McDoniel to elaborate on the policy concerning elections.

McDoniel highlighted on the following:
- All the information needs to be removed from bylaws and into a separate policy statement.
- Bylaws are not meant to be revised frequently.
- Information would not be changed.
- Information was only reformatted and moved around in the policy statement.
- Only procedural information would be removed from the bylaws.

Discussion ensued.

ROLL CALL

Governance Minutes, Meeting #15, January 24, 2019
ANNOUNCEMENTS/MEMBERS’ PRIVILEGE

Waymire reminded the committee to apply for February CSSA in San Francisco.
Linares reminded committee to complete sign up genius to table for DiscoverFest.

ADJOURNMENT

The meeting adjourned at 4:15 pm.

Maria Linares, Vice Chair Secretary

Kristyne Robles, Recording Secretary
Section 1. **GENERAL QUALIFICATIONS** The following qualifications are required of all ASI candidates and officers both elected and appointed:

Clause 1. **Candidate Residency** Undergraduate student candidates for office must have been enrolled at CSU Fullerton for one semester preceding the election earning a total of at least six (6) semester units during that semester. New graduate students who received a bachelor's degree or credential within the past three (3) years from CSU Fullerton must have earned a total of twelve (12) units during their last year as an undergraduate to be eligible. Graduate student candidates for office must have earned at least six (6) semester units per term of continuous attendance as a new graduate student to be eligible; and

Clause 2. **Grade Point Average** All student candidates for, or current student officers serving in, an elected or appointed position within ASI must be in good standing, must not be on probation, must have earned a CSU Fullerton semester grade point average of 2.0 and a CSU Fullerton cumulative grade point average of 2.5 for all classes at CSU Fullerton during the semester prior to their candidacy, and must maintain these standards; and

Clause 3. **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; and

Clause 4. **Faculty/Staff** A student candidate for office may not be a member of the faculty or staff at CSU Fullerton. Graduate assistants shall not be considered faculty or staff. This does not apply to faculty or staff appointed positions; and

Clause 5. **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; and

Clause 6. **Incumbent Maximum Allowable Units** Undergraduate student officers are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate student officers are allowed to earn a maximum of 50 semester units. Students holding over the maximum allowable units are no longer be eligible for office.

Section 2. **SPECIFIC QUALIFICATIONS**

Clause 1. **Students with Undeclared Majors**

a. A student with an undeclared major may serve on the ASI Board of Directors representing any academic college of their choice. When running in an election, a candidate for the ASI Board of Directors with an undeclared major must declare by the election filing date the academic college for which they intend to run.
b. A student with an undeclared major may not run as a write-in candidate for more than one academic college. A student with an undeclared major running as a write-in candidate must inform the Elections Director in writing of the academic college for which they intend to run. Notification must be made before 5:00 P.M. on Tuesday prior to the start of the election.

Clause 2. **Students with Multiple Majors**

a. A student with multiple declared majors in different academic colleges may serve on the ASI Board of Directors representing only one of their academic colleges. When running in an election, a candidate for the ASI Board of Directors with multiple declared majors must declare by the election filing date the academic college for which they intend to run.

b. A student with multiple declared majors in different academic colleges may not run as a write-in candidate for more than one of their academic colleges. A student with multiple declared majors running as a write-in candidate must inform the Elections Director in writing of the college for which they intend to run. Notification must be made before 5:00 P.M. on Tuesday prior to the start of the election.

Clause 3. **Students with Minors**

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

Clause 4. **Students Interested in Representing the College of Education**

A student interested in representing the College of Education does not have to be enrolled in the College but qualifies as a candidate if they meet the general and/or specific qualifications and is part of one of the following groups or programs:

a. An active member of a club that is a member of the EICC affiliated with the College of Education.

Clause 5. Presidential and Vice Presidential candidates must run as a team. Individual candidates for either office shall not be allowed.

Clause 6. No member of the ASI Board of Directors, the ASI Executive Officers, or the Titan Student Centers Board of Trustees shall serve on any of the ASI funding councils or programs in a position that receives a financial award or scholarship.

Section 3. **VERIFICATION** The Dean of Students or designee will verify the qualifications of candidates running for office or submitted for approval. The Dean of Students or designee will report to the ASI Executive Director concerning the qualifications of officers, candidates, and ASI Board of Directors. The ASI Executive Director will have the responsibility to report any ineligible officers, candidates, and ASI Board of Directors who don’t meet qualifications set forth in these Bylaws and/or directives from the Chancellor’s Office.
Section 4. **FILING FOR CANDIDACY**

Clause 1. To be a candidate: a student must submit a “Petition of Candidacy” form declaring to run during an election.

a. Candidates may run for only one elected position during a single election.

Clause 2. The “Petition of Candidacy” forms will open at least one month before and are due at 5 P.M. the Monday before the mandatory candidate orientation.

Clause 3. The Candidate Orientation time, date, and location shall be stated on the Petition for Candidacy forms. All deadlines, meetings, and events will be listed on the candidacy form. The mandatory candidate orientation must occur at least two weeks prior to the general election. Failure to meet all deadlines listed on the Petition for Candidacy form, including the mandatory candidate orientation, will result in removal from the ballot.

Clause 4. Each candidate shall sign an ASI Conflict of Interest Agreement before campaigning may begin. Failure to sign and submit the conflict of interest agreement form prior to campaigning will result in removal from the ballot.

Clause 5. A candidate shall be defined as 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 under Qualifications.

Clause 6. A candidate team shall be defined as two (2) students whom have filed the “Petition for Candidacy” forms with the intention of running for ASI President and Vice President, attended the mandatory candidate orientation, and fulfilled requirements to run for office as stated in Qualifications.

Section 5. **WRITE-IN CANDIDATES**

Clause 1. Write-in candidates may run for any one office of their choice for which an election is being held. Write-in candidates must inform the Elections Director of the office for which they intend to run by completing an Elections Packet and an ASI Conflict of Interest Agreement. These documents must be submitted to the Elections Director before 5:00 P.M. on Tuesday prior to the start of the election.

Clause 2. Write-in candidates are responsible for complying with all provisions of these Bylaws except for attending the Candidate Orientation.

Clause 3. Write-in candidates must meet all the qualifications for the office they are running for.

Clause 4. Write-in candidate’s first and last name must be spelled correctly by the voter for that vote to count.

Clause 5. Write-in candidates will have the same deadline as all other candidates to submit a photo and statement to the Elections Director to be posted on the information page of the ballot.
POLICY CONCERNING BOARD OF TRUSTEES OPERATIONS

PURPOSE
The following policy has been established in order for the members of Titan Student Centers (TSC) Board of Trustees to govern the operation of the facilities and programs of TSC. The ASI Board of Directors has delegated authority to establish the TSC Board of Trustees in order to be a unifying force between students, faculty, and staff; campus centers for social, cultural, fitness, recreational, and intellectual activities and services; places to provide further opportunities to broaden and strengthen interpersonal relationships and self-enhancement within a large urban university; and to provide experience in self-government and civic responsibility. TSC is committed to promoting the highest standards of ethical conduct in the performance of its mission. The policy includes expected conduct of Board of Trustees members, responsibilities and duties of the Board of Trustees, and an overview of meeting and sub-committee operations.

WHO SHOULD KNOW THIS POLICY

DEFINITIONS

STANDARDS

1. BOARD OF TRUSTEES CONDUCT

2. RESPONSIBILITIES OF THE BOARD OF TRUSTEES

3. COMPOSITION AND DUTIES OF SUB-COMMITTEES

4. AGENDAS FOR BOARD OF TRUSTEES MEETINGS

5. PUBLIC SPEAKING TIME

6. REGULAR MEETINGS

7. CLOSED MEETINGS

8. EMERGENCY SITUATIONS AND EMERGENCY MEETINGS

9. SPECIAL MEETINGS

WHO SHOULD KNOW THIS POLICY

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

DEFINITIONS

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

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

### 1. BOARD OF TRUSTEES CONDUCT

a. **Non-Conflict of Interest**

In accordance with California Education Code, Sections 89906, 89907, 89908 and 89909, all TSC Board of Trustees members shall submit a Certification of Non-Conflict of Interest Statement as outlined below:

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

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

This Non-Conflict of Interest Statement shall be submitted at the time a member assumes their official duties. Statements shall be retained in the ASI Administrative Office, TSU-218.

b. **Ethics**

**Introduction**

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

**Laws and Regulations**

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

**Business Practices**
Business activities must be conducted under the highest standards. Members must not take unfair advantage of suppliers, vendors, and contractors though manipulation, concealment, and/or misrepresentation of material facts.

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

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

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

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

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

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

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

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

**Respect**
Members must work effectively with coworkers, customers and others by sharing ideas in constructive and positive manner; listening to and objectively considering ideas and suggestions from others, keeping commitments, keeping others informed of work progress, timetables and issues, addressing problems and issues constructively to find mutually acceptable and practical business solutions, addressing others by name, title or other respectful identifier and respecting the diversity of our work force in actions, words and deeds. Members must be able to work effectively within a complex organizational setting and a multi-cultured campus environment. Members must be able to establish and maintain effective, cooperative, and harmonious relationships with students, staff, co-workers, faculty, alumni and the general public.
Fair Dealing
Behind any code of ethics is the concept of fair dealing. As a guiding principle, members must respect and deal fairly with customers, suppliers, vendors, contractors, co-workers, and the general public. In the course of conducting ASI business, members must not take advantage of others by misrepresentation, concealment, misuse of confidential and privileged information, or any other practice of unfair dealing.

Fraud
ASI policy on fraud is established to prepare procedures that will protect ASI, its employees, and assets against losses stemming from illegal activities. ASI has a zero tolerance policy regarding such activities. ASI forbids the commission of any illegal activity by an officer, director, employee, or volunteer of ASI (collectively referred to herein as members or member).

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

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

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

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

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

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

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

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

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

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

Upon completion of the investigation, the Executive Director will file their report with the Director of Internal Auditing and the ASI Board of Directors.
Decision to prosecute or refer the matter to law enforcement officials will be made in conjunction with legal counsel, ASI Executive Officers, and the Director of Internal Auditing.

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

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

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

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

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

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

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

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

2. RESPONSIBILITIES OF THE BOARD OF TRUSTEES

Additional Trustee Duties
Each member will be required to incorporate the following responsibilities into their personal job framework:

- Trustees are required to attend (prepared and on time) for the entire duration of all meetings of the Board of Trustees which take place every other Wednesday between 1:30-3:30 PM PST
- Trustees are allowed two excused absences per semester
- Trustees are required to sit on TSC standing sub-committee
- Student Trustees shall establish and maintain weekly office hours
  - at least one hour a week and by appointment
- Student Trustees shall meet with the Board of Trustees Chair at least once per semester
- Student Trustees shall meet with ASI Associate Executive Director at least once per semester

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

- Excused absences for due cause (as defined in ASI Bylaws Article II Section 4):
  - Absence due to scheduled classes are not excused.
  - For absence to be excused, the Chair must be properly notified prior to the meeting unless the Director is physically unable to do so.
    - Properly notified is defined as at least twenty-four (24) hours’ notice.
  - Excusal for an absence with due cause may only be granted by a majority vote of the Board.
- Fall recess, intercession, spring recess, legal holidays, and the last week of instruction shall not be used in computing attendance.
- Absent members shall not have voting privileges nor shall they be counted in quorum.

- Attendance policy for standing sub-committee meetings:
  - Members are responsible for requesting excused absences meetings which conflict with other appointments, events, or scheduling
  - A member may only be counted as absent from a meeting if the chair was properly notified

Filling Vacancies
The TSC Board of Trustees Chair is responsible to notify the Board of Trustees of any vacancy. While the vacancy exists, the Chair shall make progress reports during its regularly scheduled meetings.

In the event of a vacancy of one of the Student Trustees positions, the Board of Trustees Chair will work with the Director of Leader and Program Development to open an application. An interview process where the TSC Chair, Vice Chairs, and ASI Associate Executive Director or designee will interview all candidates who qualify. Once an applicant has been chosen, the Board of Trustees Chair shall make a recommendation to the Board of Trustees for a replacement.

Space Allocation
The Board of Trustees shall allocate per semester space for clubs and organizations to utilize within the Titan Student Union.

3. COMPOSITION AND DUTIES OF SUB-COMMITTEES

All items brought before the Board of Trustees should be referred to the proper sub-committee. Emergency situations, as defined by the Gloria Romero Open Meetings Act, may be immediately acted
upon by the Board of Trustees. The sub-committee must report each proposal, with the exception of the budget, back to the Board of Trustees within two weeks. The chair of each sub-committee shall be responsible for presiding over sub-committee meetings and reporting recommendations to the Board of Trustees. In the event a sub-committee member should resign, a written notice of their resignation shall be submitted to the Chair of the Board of Trustees.

a. General Composition
All TSC Sub-Committees shall be composed of at least a majority of students. The chairs of TSC sub-committees must be students. The chair and standing liaison officers shall not be counted when determining if a committee is composed of at least a majority of students.

b. Trustee Membership
The Chair of the Board of Trustees shall appoint trustees for each standing sub-committee. If there are not enough trustees to fill the required number of seats on each sub-committee the chair shall evenly appoint trustees to the listed committees in the following order:

- Operations Sub-Committee
- Facilities Sub-Committee

c. Facilities Sub-Committee
The purpose of the Facilities Sub-Committee is responsible for oversight of the overall structural needs of the facilities of the Titan Student Centers including building changes, capital purchases, office space allocation, marketing efforts, space designation, planning of future projects, and bylaw recommendations.

The Facilities Sub-Committee shall convene on the off, every other week, of the TSC Board of Trustees Meetings between 3:00-4:30 PM PST during the academic year.

The Facilities Sub-Committee shall be composed of the Vice Chair for Facilities, three (3) student trustees, ASI President or designee, ASI Board of Directors Chair or designee, RSA President or designee as voting members.

The standing liaison officers of the Facilities Sub-Committee shall be the Board of Trustees Chair, ASI Associate Executive Director, Director of Titan Recreation, and the Associate Director of marketing and Communication.

The standing advisor of the Facilities Sub-Committee shall be the Associate Director of Titan Student Union.

d. Operations Sub-Committee
The purpose of the Operations Sub-Committee shall have oversight overall operations of the Titan Student Centers including the development and evaluation of programs and services, acquisition of student art, operations of the Titan Student Centers food services, the budget, fee assessments (user fees, room rental fees, and other such fees charged by the TSC), line item transfers, operating recommendations to the Board of Trustees.

The Operations Sub-Committee shall convene on the off, every other week, of the TSC Board of Trustees Meetings between 1:30-3:00 PM PST during the academic year.

The Operations Sub-Committee shall be composed of the Vice Chair for Facilities, three (3) student trustees, ASI President or designee, ASI Board of Directors Chair or designee, RSA President or designee as voting members.

The standing liaison officers of the Operations Sub-Committee shall be the Board of Trustees Chair, ASI Associate Executive Director, Associate Director of Titan Student Union, and the Associate Director of marketing and Communication.
The standing advisor of the Operations Sub-Committee shall be the Director of Titan Recreation.

4. AGENDAS FOR BOARD OF TRUSTEES MEETINGS
All items shall be sponsored by a member of the Board of Trustees. Trustees sponsoring items shall provide, to the Chair of the Board of Trustees, a written (either typed or printed) copy of the proposed action and all supporting documents four or more legal days prior to the Board of Trustees or sub-committee meeting. Items coming from sub-committees shall be placed on the agenda before items from individuals.

The Recording Secretary shall make available, for public inspection, a copy of each proposal. All items on the agenda, including those to be discussed in closed session, shall contain a brief general description (not to exceed twenty (20) words) of the item. Items with a financial component shall also include the amount and source of funds involved. The agenda shall specify the time, date, and location of the meeting, and shall be posted in an area of the campus which is publicly accessible twenty-four (24) hours per day. Nothing in this policy is to be interpreted as prohibiting the Board from reordering the agenda at the time of the meeting.

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

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

As established, Public Speaking Time is subject to the following rules:
Public Speaking Time shall consist of a total of fifteen (15) minutes to be divided equally among all public speakers. Those wishing to make use of this time may speak on any agenda item or other topic affecting higher education at the campus or statewide level during the regular Board of Trustees’ and sub-committee meetings. Public Speaking Time shall be scheduled before any Business items are considered. Public Speaking Time may be extended by a ruling of the Chair of the Board of Trustees/sub-committee or by an action of the Board of Trustees/sub-committee. Public Speaking Time is set aside for the use of members of the campus community alone, except by special petition to the Chair.

Members of the Board of Trustees/sub-committee may briefly respond to comments made or questions posed by public speakers. In no case shall such responses exceed one minute in length, except by special petition to the Chair.

For special meetings of the Board of Trustees/sub-committees, a Public Speaking Time shall also be provided, not to exceed fifteen minutes (extendable by ruling of the Chair or action of the Board of Trustees/Sub-Committee).

For those meetings, the public speakers shall be restricted to addressing the items on the agenda. This time shall occur before consideration of the items.

6. REGULAR MEETINGS
The Board of Trustees and all of its sub-committees will conduct their business in duly noticed public meetings and are required to comply with all provisions of the Gloria Romero Open Meetings Act (Education Code Sections 89305 to 89307.4). The regular meetings throughout the academic year beginning with the first week of instruction, and will be held every other Wednesday between 1:30 PM to
approximately 3:30 PM PST. The TSC Board of Trustees will hold summer meetings; the times and dates will be decided upon by majority.

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

7. CLOSED MEETINGS
The Board of Trustees or sub-committees may hold a closed meeting from which the public is excluded only if it has provided sufficient notice of such meeting and only to consider:

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

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

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

An “emergency situation” applies only when:

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

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

A minimum of one hours’ notice shall be provided before such a meeting is called to order. The criteria for when such a meeting may be called shall be identical to that of part 1(a) above, and it must be called by petition of a majority of the membership of the Board of Trustees. If any forms of communication are functioning, the Chair (or designee) shall attempt to contact every member of the Board of Trustees, using the most recent contact list available, of the meeting time, location, and topic. The Chair (or designee) shall also perform their due diligence to inform the public, in any way possible, of the meeting.

If no forms of communication are functioning, this subsection is waived, and all persons shall instead be notified as soon as possible after the meeting, of the purpose and action taken (if any) at the meeting. After any emergency meeting, the minutes of the meeting shall be publicly posted for a minimum of ten days. Included in the minutes shall be a list of the persons and organizations that the Chair (or designee) successfully notified, or attempted to notify. Also, a copy of actions taken (if any) and roll call vote(s) taken shall be included. Under no circumstances may the Board of Trustees meet in a closed session under discussion of an emergency matter, whether during a regular, special, or emergency meeting.
9. SPECIAL MEETINGS
A special meeting may be called by providing written notice at least twenty-four (24) hours prior to the meeting. Notice will be given electronically to all parties directly affected and included on the ASI Website. Special meetings of the ASI Board of Directors may be called by the University President, the Chair, or by a majority of the members. Special meetings of standing committees may be called by the Chair of the committee or by a majority of the members. The Titans Student Centers Board of Trustees may be called by the Chair of the TSC Board of Trustees or by a majority of the members. The Titans Student Centers Board of Trustees sub-committees may be called by the Chair of the sub-committee or by a majority of the members.

DATE APPROVED: TBD
POLICY CONCERNING ASI ELECTIONS

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

DEFINITIONS

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

<table>
<thead>
<tr>
<th>Terms</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automatic Disqualification</td>
<td>Occurs immediately due to the Elections Judicial Council’s vote on violation(s).</td>
</tr>
<tr>
<td><strong>Campaigning</strong></td>
<td>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.</td>
</tr>
<tr>
<td>------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Candidate</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Candidate team</strong></td>
<td>Two (2) students whom have filed the “Petition for Candidacy” forms with the intention of running for ASI President and Vice President, attended the mandatory candidate orientation, and fulfilled required to run for office as stated in ASI Policy.</td>
</tr>
<tr>
<td><strong>Disqualification</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Public Notice</strong></td>
<td>Of an ASI Election will give notice no later than ten (10) legal days prior to the election.</td>
</tr>
<tr>
<td><strong>Removal from the ballot</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Violation</strong></td>
<td>A formal complaint that has been filed with and confirmed by the Elections Judicial Council.</td>
</tr>
<tr>
<td><strong>Write-In Candidate</strong></td>
<td>Any person who runs for office within ASI and does not have their name pre-printed on the ballot. Write-on candidates shall have the same right and responsibilities as all other candidates, except they did not attend the Candidate Orientation.</td>
</tr>
</tbody>
</table>

## STANDARDS

### 1. ELECTIONS

Each year, the CSU Fullerton’s Student Body shall elect the ASI President, ASI Vice President, ASI Board of Directors, and TSC Board of Trustees for the upcoming academic year.

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

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

### 2. VOTING PROCEDURES

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

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

Each student shall be required to authenticate their eligibility to vote by entering their CSU Fullerton credentials on the voting website. A student will vote on a single ballot, in most to least preferred: ASI President and Vice President, ASI Board of Directors, and TSC Board of Trustees.
When voting for the ASI Board of Directors, the student will be voting in the academic college which they are enrolled. If a student is undeclared, they may choose which one academic college to vote in. If a student has multiple declared majors in different academic colleges they shall choose one academic college that they are enrolled to vote in. If a student is voting for a write-in candidate their name must be spelled correctly, as CSU Fullerton has on record, for the vote to count.

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

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

ASI Board of Directors:
- The winners shall be the two (2) candidates from each college who receive the most votes.
- If two candidates tie for second place, the candidate(s) with the fewest votes shall be eliminated and as Instant Run-Off will occur, as defined by the Instant-Runoff Voting method.
- The eliminated candidate(s) votes are transferred to the other candidates, excluding the candidate that received the highest vote total, depending on each individual voter’s preference as stated on their ballot. The winner shall be determined by a simulated election based on the new voting totals.

Titan Student Centers Board of Trustees:
- The winners shall be the ten (10) candidates who receive the most votes.
- If multiple candidates tie for tenth place, the candidate(s) with the fewest votes shall be eliminated and an instant runoff will occur, as defined by the Instant Run-Off Voting method.
- The eliminated candidate’s votes are transferred to the other candidates, depending on each individual voter’s preference as stated on their ballot. The winners shall be determined by a simulated election based on the new voting totals.

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

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

5. QUALIFICATIONS
The general qualifications are required of all ASI candidates and appointed positions:
a. **Candidate Residency**  
Undergraduate student candidates for office must have been enrolled at CSU Fullerton for one semester preceding the election earning a total of at least six (6) semester units during that semester. New graduate students who received a bachelor’s degree or credential within the past three (3) years from CSU Fullerton must have earned a total of twelve (12) units during their last year as an undergraduate to be eligible. Graduate student candidates for office must have earned at least six (6) semester units per term of continuous attendance as a new graduate student to be eligible.

b. **Grade Point Average**  
All student candidates for, or current student officers serving in, an elected or appointed position within ASI must be in good standing, must not be on probation, must have earned a CSU Fullerton semester grade point average of 2.0 and a CSU Fullerton cumulative grade point average of 2.5 for all classes at CSU Fullerton during the semester prior to their candidacy, and must maintain these standards.

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

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

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

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

6. **SPECIFIC QUALIFICATIONS FOR ASI BOARD OF DIRECTORS**

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

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

c. **Students with Minors**  
A student with a minor in an academic college different than their declared major may be only be appointed to represent the academic college of their declared minor. An appointment of this nature would be due to a vacancy on the ASI Board of Directors as described in ASI Policy.
d. **Students Interested in Representing the College of Education**
   A student interested in representing the College of Education has to either be enrolled in the academic college or be an active member of a club which is a member of Education Inter-Club Council (EICC).

### 7. CANDIDACY

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

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

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

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

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

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

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

### 8. 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.

### 9. 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.

10. 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.

11. ELECTIONS JUDICIAL COUNCIL

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

The Elections Judicial Council shall establish annually a schedule by the start of the spring semester.

The Elections Judicial Council shall be composed of the Elections Director, Elections Coordinators, a member of the ASI Board of Directors, a member of the Executive Team, and a member of the TSC Board of Trustees. All members of the Elections Judicial Council must have Board of Directors confirmation and declare impartiality through the elections cycle.

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

Complaints of similar nature under the discretion of the Elections Director may be considered together. All violations shall be thoroughly documented by the Elections Director as all violations are subject to appeal to the Board of Directors.

12. ELECTIONS JUDICIAL COUNCIL CONDUCT

a. Non-Conflict of Interest

In accordance with California Education Code, Sections 89906, 89907, 89908 and 89909, all Elections Judicial Council members shall submit a Certification of Non-Conflict of Interest Statement as outlined below:

I have read California Education Code Sections 89906, 89907, 89908 and 89909, and I am not involved financially, through employment or family connections, with any business, firm, vendor, and/or service bureau doing business with this corporation.
Should I find in some future contractual matter before the Elections Judicial Council that there may be the potential of a conflict of interest, I shall disclose that potential conflict and abstain from voting, as prescribed in Education Code, Section 89907.

This Non-Conflict of Interest Statement shall be submitted at the time a member assumes their official duties. Statements shall be retained in the ASI Administrative Office, TSU-218.

13. PENALITES

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

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

14. APPEALS

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

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

DATE APPROVED: TBD