Minutes

Governance Committee

📅 Thu January 27th, 2022
⏰ 2:30pm - 3:45pm  PST
📍 Zoom Meeting https://fullerton.zoom.us/j/88992882371
👥 In Attendance

1. Call to Order
   Alison Sanchez, Chair, called the meeting to order at 2:31 p.m.

2. Roll Call
   Members Present: Aquino, Sanchez, San Gabriel, Shah, Velasquez
   Members Absent: None
   Liaisons Present: Chammas, Nettles, Samaniego
   Liaisons Absent: None
   According to the ASI Policy Concerning Board of Directors Operations, attendance is defined as being present prior to the announcement of Unfinished Business and remaining until the scheduled end of the meeting.
   * Indicates that the member was in attendance prior to the start of Unfinished Business, but left before the scheduled ending of the meeting.
   ** Indicates that the member was in attendance for a portion of the meeting, but not in attendance prior to the announcement of Unfinished Business.

3. Approval of Agenda
**Decision:** (San Gabriel-m/Shah-s) The agenda was approved by unanimous consent.

4. **Approval of Minutes**

   **Decision:** (Shah-m/Aquino-s) The January 27, 2022 Governance Committee minutes were approved by unanimous consent.

   a. **01/27/2022 Governance Committee Meeting Minutes**

5. **Public Speakers**

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

   There were no public speakers.

6. **Reports**

   a. **Chair**
      Alison Sanchez, Chair, does not have a report.

   b. **Director, Student Government**
      Nettles, Director of Student Government, stated scholarships are now live on the site and each scholarship has its own application with text boxes. Nettles explained the additional changes that should create an easier grading season. Nettles thanked Shah and Sanchez for their involvement in the student panel.

7. **Unfinished Business**

   There was no unfinished business.

8. **New Business**

   a. **Action: ASI Policy Concerning Executive Officers Operations**
      The Committee will consider approving the amendments to the Policy Concerning Executive Officer Operations.

      GOV 005 21-22 (San Gabriel-m/Shah-s) A motion was made and seconded to approve the amendments to the Policy Concerning Executive Officer Operations.
Sanchez yielded the floor to Nettles. Nettles asked what changes the team would like to make to the student government. Nettles explained the ASI VP had a loose role and wanted to have a clear explanation of their specific responsibilities. Nettles explained they plan to do the same with the CCRO Position. The majority of the CCRO work has been to sit on committees and be involved in committee meetings but they are now thinking to move those aspects of their responsibilities to the role of the VP. The VP position has other proposed changes as well. Reviewed changes to the IRA Policy Concerning Executive Officers Operations Document around languages and duties performed by whom.

Sanchez opened the floor to questions. There were no questions.

Sanchez opened the floor to discussion. There were no points of discussion.

**Decision:** GOV 005 21-22 (San Gabriel-m/Shah-s) Roll Call Vote: 5-0-0 The motion to approve the amendments to the Policy Concerning Executive Officer Operations was adopted.

b. **Discussion: Outreach for Vacant BOD Positions**

The Committee will discuss the outreach plan for vacant Board of Director positions.

The Committee discussed the outreach plan for vacant Board of Director positions. There are vacancies in the College of Engineering and Computer Science, and the College of Education that need to be filled. The second vacancy in the Department of Engineering and Computer Science recently became vacant due to eligibility. Aquino asked about the other candidate that applied for the position last semester and if they could reach out to ask the individual if they are still interested in serving. Samaniego indicated they have been in contact with the individual and heard that the student may still be interested.

Chammas confirmed if the individual that wanted the position was named Dahlia and that she can reach out and ask if they are interested in filling the position.

Samaniego suggested members reach out to individuals who might be interested in serving as Director for the College of Education.

Chammas feels she has done a lot of outreach for EDU but has not had a lot of long-lasting awareness and feels that Sanchez needs a Co.

Aquino asked what are the requirements to serve as BOD for EDU. Sanchez explained the requirements and Nettles mentioned there are additional requirements.
Nettles shared a goal of increasing awareness in the College of EDU relating to Board representation.

Samaniego stated that it would be useful to get in touch with the Chair of the different departments within the college to try and find candidates.

9. **Announcements/Member's Privilege**
   - Chammas requested individuals send in their ICC meeting times and Chair emails.
   - Samaniego asked people to sign up for Chess if they're interested or to provide invites to their colleges or friends who may be.

10. **Adjournment**
    Alison Sanchez, Chair, adjourned the meeting at 3:00 p.m.

__________________________
Alison Sanchez, Governance Committee Chair

__________________________
Crystaal Washington, Recording Secretary
### Roll Call 2021-2022

#### 01/27/2022 Governance Committee Roll Call

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<th>Attendance</th>
<th>COMMITTEE MEMBERS</th>
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<td>CHAIR/VICE CHAIR</td>
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*Recording Secretary: Susan Collins*

### ACTION ITEMS:

- **Roll Call Votes**: 5
- **005 PC Executive Officer Operations**: Yes, No, Abstain

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David Velasquez joined at 2:41 pm
POLICY CONCERNING EXECUTIVE OFFICERS OPERATIONS

PURPOSE
The following policy has been established in order for the Executive Officers of Associated Students Inc. (ASI) to better serve their student constituencies and to make sure each officer performs the duties of their position in a thoughtful and responsible manner. ASI is committed to promoting the highest standards of ethical conduct in the performance of its mission. The policy includes expected conduct and responsibilities and duties of Executive Officers.

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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:
STANDARDS

1. EXECUTIVE OFFICERS CONDUCT

a. Non-Conflict of Interest
In accordance with California Education Code, Sections 5230, 5233, 89906, 89907, 89908 and 89909, all ASI Executive Officer members must submit a Certification of Non-Conflict of Interest Statement as outlined below:

I have read California Education Code Sections 5230, 5233, 89906, 89907, 89908 and 89909, and I am not involved financially, through employment or family connections, with any business, firm, vendor, and/or service bureau doing business with this corporation.

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

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

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

Laws and Regulations
All members must comply with applicable laws and regulations governing the operation of ASI. This includes, but is not limited to, federal, state, county and municipal laws, the California Code of Regulations, the California Education Code, campus regulations of California State University Fullerton, and the Office of the Chancellor, California State University.
Conflict of Interest
Members must avoid conflicts of interest. Business decisions must be made objectively on the basis of price, quality, service and other competitive practices. To avoid any potential influence from existing or potential vendors and customers, members are prohibited from accepting gifts, from vendors, suppliers, and customers, of more than token value.

Members transacting business or entering into contracts on behalf of ASI must not have any interest, financial or personal, in those transactions or contracts. Should a member have an interest in an organization with whom 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.
All official business of ASI done on a personal device may be subject to subpoena.

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

Respect
Members must work effectively with coworkers, customers and others by sharing ideas in constructive and positive manner; listening to and objectively considering ideas and suggestions from others, keeping commitments, keeping others informed of work progress, timetables and issues, addressing problems and issues constructively to find mutually acceptable and practical business solutions, addressing others by name, title or other respectful identifier and respecting the diversity of our work force in actions, words and deeds. Members must be able to work effectively within a complex organizational setting and a multi-cultural campus environment. Members must be able to establish and maintain effective, cooperative, and harmonious relationships with students, staff, co-workers, faculty, alumni and the general public.

Fair Dealing
Behind any code of ethics is the concept of fair dealing. As a guiding principle, members must respect and deal fairly with customers, suppliers, vendors, contractors, co-workers, and the general public. In the course of conducting ASI business, members must not take advantage of others by misrepresentation, concealment, misuse of confidential and privileged information, or any other practice of unfair dealing.

Members must not disclose a vendor's pricing or business activities to competitors. In the course of business, all members must refrain from any practice that could constitute unfair dealing. At all times, members must be accurate and truthful in all their dealings with vendors, suppliers, and customers and be careful to accurately represent the services and products of ASI.
2. TERM OF OFFICE
Each officer shall serve for a full year term following the general election which will commence on June 1 and end on the following May 31.

3. DUTIES AND RESPONSIBILITIES OF THE PRESIDENT
Duties and responsibilities of the President:
- Executes the resolutions and policies pass by the Board of Directors
- Submits a budget proposal to Finance Committee of the Board of Directors on or before the second meeting in March of each fiscal year
- Presides over the Board of Directors in the event the Board has not elected a Chair or Vice Chair, until a Chair or Vice Chair has been elected
  - In serving as Chair, the President will not be eligible to vote
- President or designee will chair the Instructionally Related Activities (IRA) committee
- President or designee will serve as a voting member on the CSU Fullerton Academic Senate
- Serves as a voting or non-voting member on the California State Student Association (CSSA) Board of Directors
- Maintains communication with all CSU Fullerton’s partners and Auxiliaries.
  - President or designee will serve as a board member or ASI representative on university board they are invited to
  - This may include: President’s Advisory Board, California State University, Fullerton Philanthropic Association, Alumni Association, and Auxiliary Services Corporation
- Maintains relationships campus partners, and are encouraged to meet regularly with the University President, Provost, Vice President of Student Affairs, the Director of Athletics, and the Chief of Police
- Maintains correspondence with CSU Fullerton Provost, Academic Senate Chair, Chief of Staff of the President and the Vice President of Student Affairs
- President shall be a standing liaison officer of all ASI committees except the Audit Committee
- Formal President Actions will be taken through Executive Orders
- Performs all duties in ASI Bylaws and ASI Policy concerning the ASI President
- Establishes and maintains weekly office hours which commits enough time to adequately fulfill duties in addition to meeting with students
  - At least one hour a week and by appointment

a. Executive Appointments
The President will appoint all positions that receive financial awards, scholarships, or any other material compensation for service. These appointments are subject of approval by the majority of the Board of Directors. The President has the authority to remove any or all executive appointments.

Vacancy of the position of President
In the event the President should resign, a written notice of resignation must be submitted to Vice President, Chair of the Board of Directors, and the Executive Director.

Abandonment of the position of President
The office of the President is considered abandoned if the President is absent and non-communicative for more than five business days without notice to the Vice President, Chair of the Board of Directors, or the Executive Director. Position abandonment is grounds for declaration of vacancy and shall be filled in accordance to ASI Policy.

Filling a vacancy of the position of President
In the event of a vacancy in the office of President, the vacancy shall be filled by the Vice President who shall appoint a new Vice President subject to approval by a majority vote of the Board of Directors.

In the event of the simultaneous vacancy in the position of President and Vice President, the Chair of the Board of Directors shall automatically assume the office of President and appoint a Vice President subject to majority Board of Directors approval.
4. DUTIES AND RESPONSIBILITIES OF THE VICE PRESIDENT

Duties and responsibilities of the Vice President:

- In the event of the absence or inability of the President, the Vice President performs all duties of the President and will have all the power of and be subject to all the restriction of the President.
- Fulfills all duties and responsibilities that are assigned by the President, ASI Bylaws, and ASI Policy concerning the Vice President.
- Has the responsibility to regularly inform the Board of Directors of their official activities.
- Promotes ASI Scholarships program, oversee the *review grading* of submitted applications, and awards to students.
- Lead regular executive team meetings.
- Oversees ASI programs:
  - Association for InterCultural Awareness and Programming Board
  - President Appointees to Academic Senate and University Wide Committees
  - Chairs the Executive Senate
- Liaison to Student Programs and Engagement and Association for InterCultural Awareness
- President shall be a standing liaison officer of all ASI committees except the Audit Committee.
- Has the responsibility for the recognition of student leaders within ASI including the end of year banquet.
- Establishes and maintains weekly office hours which commits enough time to adequately fulfill duties in addition to meeting with students.
  - At least one hour a week and by appointment.

Vacancy of the position of Vice President

In the event the Vice President resigns, a written notice of the resignation must be submitted to the President, Chair of the Board of Directors, and the Executive Director.

Abandonment of the position of Vice President

The office of the Vice President is considered abandoned if the Vice President is absent and non-communicative for more than five business days without notice to the President, Chair of the Board of Directors, or the Executive Director. Position abandonment is grounds for declaration of vacancy and shall be filled in accordance to ASI Policy.

Filling a vacancy of the position of Vice President

In the event of a vacancy in the office of the Vice President, the President shall appoint a Vice President subject to approval by a majority vote of the Board of Directors.

5. DUTIES AND RESPONSIBILITIES OF THE CHIEF CAMPUSS RELATIONS OFFICER

Duties and responsibilities of the Chief Campus Relations Officer:

- Has the responsibility to regularly inform the Board of Directors of their official activities.
- Fulfills all duties and responsibilities that are assigned by the President, ASI Bylaws, and ASI Policy concerning the Chief Campus Relations Officer.
- Maintains correspondence with CSU Fullerton Provost, Academic Senate Chair, Chief of Staff of the President and the Vice President of Student Affairs.
- Maintains correspondence within on-campus issues and the campus climate.
- Leads the University Affairs Commission and is responsible for facilitating on-campus advocacy initiatives.
- Makes recommendations to the President to appoint students to university-wide committees and search committees.
- Oversees the President Appointee Commission.
- Oversees the Environmental Sustainability Commission.
- May serve as the President’s designee for the CSU Fullerton Academic Senate.
• Establishes and maintains weekly office hours which commits enough time to adequately fulfill duties in addition to meeting with students
  o At least one hour a week and by appointment

Vacancy of the position of Chief Campus Relations Officer
In the event that the Chief Campus Relations Officer should resign, a written notice of their resignation must be submitted to the President, Vice President, and the Executive Director.

Abandonment of the position of Chief Campus Relations Officer
The office of the Chief Campus Relations Officer is considered abandoned if the Chief Campus Relations Officer is absent and non-communicative for more than five business days without notice to the President, Vice President, or the Executive Director. Position abandonment is grounds for declaration of vacancy and shall be filled in accordance to ASI Policy.

Filling a vacancy of the position of Chief Campus Relations Officer
In the event of a vacancy in the office of the Chief Campus Relations Officer, the President shall appoint a Chief Campus Relations Officer subject to approval by a majority vote of the Board of Directors.

6. DUTIES AND RESPONSIBILITIES OF THE CHIEF COMMUNICATIONS OFFICER
Duties and responsibilities of the Chief Communications Officer:
• Has the responsibility to regularly inform the Board of Directors of their official activities
• Fulfills all duties and responsibilities that are assigned by the President, ASI Bylaws, and ASI Policy concerning the Chief Communications Officer
• Maintains correspondence with CSU Fullerton Strategic Communication and Brand Management Department and Government Relations Department
• Has the responsibility to effectively communicating and distributing ASI initiative through multiple media outlets
• Has the responsibility for ASI public relations in conjunction with ASI Communication and Marketing Department
• Oversees the Communications Commission and the Community Engagement Commission
• Establishes and maintains weekly office hours which commits enough time to adequately fulfill duties in addition to meeting with students
  o At least one hour a week and by appointment

Vacancy of the position of Chief Communications Officer
In the event that the Chief Communications Officer should resign, a written notice of their resignation must be submitted to the President, Vice President, and the Executive Director.

Abandonment of the position of Chief Communications Officer
The office of the Chief Communications Officer is considered abandoned if the Chief Communications Officer is absent and non-communicative for more than five business days without notice to the President, Vice President, or the Executive Director. Position abandonment is grounds for declaration of vacancy and shall be filled in accordance to ASI Policy.

Filling a vacancy of the position of Chief Communications Officer
In the event of a vacancy in the office of the Chief Communications Officer, the President shall appoint a Chief Communications Officer subject to approval by a majority vote of the Board of Directors.

7. DUTIES AND RESPONSIBILITIES OF THE CHIEF GOVERNMENTAL OFFICER
Duties and responsibilities of the Chief Governmental Officer:
• Has the responsibility to regularly inform the Board of Directors of their official activities
• Fulfills all duties and responsibilities that are assigned by the President, ASI Bylaws, and ASI Policy concerning the Chief Governmental Officer
• Maintains correspondence with CSU Fullerton Government Relations Department and local, state, and federal elected officials and government agencies
• Conducts in-district lobby visits to the Fullerton Delegation
• Leads the Lobby Corps Commission
• May be appointed by the President as the voting or non-voting member of the California State Student Association (CSSA) Board of Directors
• Establishes and maintains weekly office hours which commits enough time to adequately fulfill duties in addition to meeting with students
  o At least one hour a week and by appointment

Vacancy of the position of Chief Governmental Officer
In the event that the Chief Governmental Officer should resign, a written notice of their resignation must be submitted to the President, Vice President, and the Executive Director.

Abandonment of the position of Chief Governmental Officer
The office of the Chief Governmental Officer is considered abandoned if the Chief Governmental Officer is absent and non-communicative for more than five business days without notice to the President, Vice President, or the Executive Director. Position abandonment is grounds for declaration of vacancy and shall be filled in accordance to ASI Policy.

Filling a vacancy of the position of Chief Governmental Officer
In the event of a vacancy in the office of the Chief Governmental Officer, the President shall appoint a Chief Governmental Officer subject to approval by a majority vote of the Board of Directors.

8. DUTIES AND RESPONSIBILITIES OF THE CHIEF INCLUSION AND DIVERSITY OFFICER
Duties and responsibilities of the Chief Inclusion and Diversity Officer:
• Has the responsibility to regularly inform the Board of Directors of their official activities
• Fulfills all duties and responsibilities that are assigned by the President, ASI Bylaws, and ASI Policy concerning the Chief Inclusion and Diversity Officer
• Maintains correspondence with CSU Fullerton Diversity Initiatives & Resource Centers Department, Human Resources, Diversity and Inclusion Programs (HDRI) Division, WoMen's and Adult Reentry Center, Veterans Resource Center, Male Success Initiative, Disability Support Services, and any camps departments that serve historically marginalized communities
• Facilitates on-campus social justice advocacy initiatives, such as the Roundtable Project
• Leads the Social Justice & Equity Commission
• Assess programming practices within ASI to ensure values of diversity, inclusion, equity, and social justice components are properly upheld
• ASI President’s designee on Academic Senate Diversity and Inclusion Committee, President’s Commission on Equity and inclusion (PCEI), and other campus working groups
• Assists the Chair of the Board of Directors, ASI President, and Leader and Program Development to ensure cultural competency, social justice, identity, and ally trainings are included in student leadership trainings
• Assists the Board of Directors in assessing policy to ensure they are serving values of diversity, inclusion, equity, and social justice
• Establishes and maintains weekly office hours which commits enough time to adequately fulfill duties in addition to meeting with students
  o At least one hour a week and by appointment

Vacancy of the position of Chief Inclusion and Diversity Officer
In the event that the Chief Inclusion and Diversity Officer should resign, a written notice of their
resignation must be submitted to the President, Vice President, and the Executive Director.

**Abandonment of the position of Chief Inclusion and Diversity Officer**
The office of the Chief Inclusion and Diversity Officer is considered abandoned if the Chief Inclusion and Diversity Officer is absent and non-communicative for more than five business days without notice to the President, Vice President, or the Executive Director. Position abandonment is grounds for declaration of vacancy and shall be filled in accordance to ASI Policy.

**Filling a vacancy of the position of Chief Inclusion and Diversity Officer**
In the event of a vacancy in the office of the Chief Inclusion and Diversity Officer, the President shall appoint a Chief Inclusion and Diversity Officer subject to approval by a majority vote of the Board of Directors.

9. **DUTIES AND RESPONSIBILITIES OF THE PRESIDENT-ELECT**

Duties and responsibilities of the President-elect:
- Presents the presidential appointments that require confirmation from the incumbent ASI Board of Directors by the final meeting of the year

**Vacancy and Filling of the President-elect and Vice President-elect**
In the event of a vacancy in the office of President-elect, the Vice President-elect shall become President-elect and shall appoint a new Vice President-elect subject to approval by a two-thirds majority vote of the incumbent Board of Directors.

In the event of a vacancy in the position of the Vice President-elect, the President-elect shall appoint a new Vice President-elect subject to approval by a two-thirds majority vote of the incumbent Board of Directors.

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**DATE APPROVED:**

12/05/2017  
03/26/2019  
04/20/2021
A RESOLUTION AMENDING POLICY CONCERNING EXECUTIVE OFFICERS OPERATIONS

Sponsors: Alison Sanchez

WHEREAS, The Associated Students, Incorporated (ASI) is a 501 (c)(3) nonprofit organization that operates as an auxiliary organization of California State University, Fullerton; and

WHEREAS, ASI is governed by ASI Board of Directors, sets policy for the organization, approves all funding allocations to programs and services, and advocates on behalf of student interests on committees and boards; and

WHEREAS, ASI's mission is to provide students and campus community members with important social, cultural, and recreational opportunities as well as a wide range of programs and services; and

WHEREAS, the Policy Concerning Executive Officers provides the duties and responsibilities of the ASI President, ASI Vice President and ASI Chief Officers to ensure better service to the student constituencies and that each officer performs the duties of their position in a thoughtful and responsible manner; and

WHEREAS, a review of the responsibilities of the ASI Vice President and ASI Chief Campus Relations Officer identified a need to refocus and balance both roles; and

WHEREAS, the recommendation changes reflects the need to (1) clarify the responsibility of the ASI Chief Campus Relations Officer at on-campus advocacy initiatives and (2) expand the role of the ASI Vice President to include the presidential appointees to Academic Senate and University-Wide Committees; therefore let it be

RESOLVED, ASI approves the amendment of the Policy Concerning Executive Officers Operations; and let it be;

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

Adopted by the Board of Directors of the Associated Students Inc., California State University, Fullerton on the DATE day of MONTH in the year two thousand and twenty.
Mary Chammas  
Chair, Board of Directors

Morgan Diaz  
Secretary, Board of Directors
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**Document created by Susan Collins (sucollins@fullerton.edu)**
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Signature Date: 2022-04-29 - 6:27:30 PM GMT - Time Source: server - IP address: 137.151.113.176

**Agreement completed.**
2022-04-29 - 6:27:30 PM GMT