



ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Approved: 06/03/99
 Approved: 05/29/08
 Revised: 02/2009

ADMINISTRATIVE MANUAL

Governance Policy Index

Policy 000

Index	Title	Approval Date
000	Governance Policy Index	05/29/08
001	ASI Bylaws	04/04
002	Board of Directors Code of Procedures	02/2009
003	Executive Board Code of Procedures	02/2009
004	Elections Committee Code of Procedures	01/08/09
005	GIA Policy	04/19/01
006	Conflict of Interest	06/03/99
007	Director Agreement	06/03/99
008	Intent to Remedy Form	04/19/01
009	Eligibility	04/19/01
010	Attendance and Absenteeism	06/03/01
011	Strategic Planning Committee	02/2009
012	Environmental Policy Committee	05/29/08
013	University Council of Clubs and Organizations' Codes of Procedures	05/15/08
014		
015		
016		
017		
018		
019		
020		
021		
022		
023		
024		
025		
026		
027		
028		
029		
030		
031		
032		
033		
034		
035		
036		
037		
038		



**ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

ADMINISTRATIVE MANUAL

BYLAWS

Date Approved	8/3/79	Date Revised:	8/96
Effective Date:	3/3/80	Date Revised:	6/98
Date Revised:	2/89	Date Revised:	8/98
Date Modified:	10/91	Date Revised:	2/99
Date Revised:	2/92	Date Revised	4/99
Date Revised:	3/92	Date Revised	10/00
Date Revised:	9/94	Date Revised	04/04
Date Revised:	10/94		

POLICY 001

ARTICLE I

NAME, PURPOSE AND MEMBERSHIP

- Section 1. **Name.** The name of this corporation shall be the Associated Students, Incorporated of California State University, Los Angeles. Hereinafter referred to as Associated Students, Incorporated. The official abbreviation of the Associated Student, Incorporated shall be A.S.I. or A.S.I. CSULA.
- Section 2. **Purpose.** The purposes of the Associated Students, Inc. shall be to promote the establishment of, and provide the means for, effective avenues of student input into the governance of the campus: provide an official voice through which student opinion may be expressed: provide an opportunity where students may gain experience and training in responsible political participation and community leadership: assist in the protection of the rights and interests of individual student: and to stimulate the educational, social, physical and cultural well being of the university community.
- Section 3. **Membership.** Membership in the Associated Students, Inc. shall be divided into the following:
- Clause 1. **Regular Membership.** All registered students of California State University, Los Angeles shall be termed regular members of the Associated Students, Inc. as verified by the Registrar of the University. Eligible regular members may vote, hold office, represent CSULA in inter-collegiate competition, participate in all activities sponsored by the Associated Students, Inc. and enjoy other rights and privileges accorded by the Board of Directors by authority of the Articles of Incorporation and these Bylaws.
- Clause 2. **Associate Membership.** Any member of the faculty or staff of California State University, Los Angeles may become an associate member of the Associated Students, Inc. by paying the student activity fee: Associate members shall enjoy all of the rights and privileges of membership, except the right to vote and hold elective office.
- Clause 3. **Honorary Membership.** Any person, firm, corporation, or organization may be elected to honorary membership for such a term as provided at the time of election, by a majority vote of the Board of Directors, in recognition for and appreciation of unselfish service and assistance rendered to the Associated Students, Inc.

ARTICLE II

PRINCIPLE PLACE OF BUSINESS

- Section 1. **Place of Business.** The principle place for the transaction of business of this corporation shall be: California State University, Los Angeles 5154 State University Drive Los Angeles, California, 90032

ARTICLE III

DIRECTORS, QUALIFICATIONS, AND TERM OF OFFICE

- Section 1. The affairs of this corporation shall be administered by the Board of Directors, unless changed by amendment to these Bylaws.

Clause 1. The Board of Directors shall consist of the following directors elected by the members of this corporation, as specified in Article IV of these Bylaws.

- A. Associated Students, Inc. President
- B. Associated Students, Inc. Vice President for Administration
- C. Associated Students, Inc. Vice President for Academic Governance
- D. Associated Students, Inc. Vice President for Finance
- E. Four (4) Representatives-at-Large
- F. Two (2) College of Arts & Letters Representatives
- G. Two (2) College of Business & Economics Representatives
- H. Two (2) Charter College of Education Representatives
- I. Two (2) College of Engineering & Technology Representatives
- J. Two (2) College of Health & Human Services Representatives
- K. Two (2) College of Natural & Social Sciences Representatives

Clause 2. The University President or designee and the Operations Officer shall serve as ex-officio, non-voting directors.

Section 2. Qualifications. In order to become a member of a Board of Directors of an approved auxiliary organization at California State University, Los Angeles (CSLA) or be the campus representative to the California State Students Association (CSSA), a student candidate must at the time of filing for election or nomination for appointment be a regular member of the Associated Students, Inc.(ASI), as defined in Article I of the ASI Bylaws.

Clause 1. Undergraduates:
Student candidates or nominees must have been enrolled at CSULA for two quarters prior to the election or nomination, and have earned no fewer than 9 quarter units of academic credit during that year with a 2.0 or better grade point average during the 12 months immediately preceding the quarter in which the election or appointment occurs. Candidates or nominees must also earn a minimum of 9 quarter units of academic credit during the quarter in which the election is held or nomination is made, maintaining a 2.0 grade point average or they will be automatically disqualified from holding office. Eligibility to hold office will be verified by the Registrar of the University at the time of filing for election, nomination or appointment and subsequent to election, nomination or appointment.

Graduates:
Graduate candidates or nominees must earn 8 quarter units per period of continuous attendance as a new graduate student to be eligible. New graduates students who receive a bachelor's degree or credential within the past three years from CSULA must have earned a total of 18 units during their last year as an undergraduate to be eligible. Candidates or nominees must also earn a minimum of 4 quarter units of academic credit during the quarter in which the election is held or nomination is made, maintaining a 2.0 grade point average or they will be automatically disqualified from holding office. Eligibility to hold office will be verified by the Registrar of the University at the time of filing for election, nomination or appointment and subsequent to election, nomination or appointment.

Clause 2. During the term of office or appointment, a student director must maintain a 2.0 or better grade point average. Undergraduates must complete a minimum of nine (9) units of academic credit each quarter, and graduates must complete four (4) units each quarter, with the exception of one quarter during each 12 months of service when student directors do not need to be registered in any courses. During this "quarter off", director's must not be registered for classes at this University.

Clause 3. Removal of a student director for any reason will not invalidate any prior vote or actions on the part of that student director.

Clause 4. Student candidates, nominees and incumbents shall not be on either academic or disciplinary probation or they will be ineligible or automatically disqualified from holding office.

Clause 5. Students nominated to serve on auxiliary committees or as representatives of the auxiliary shall meet the same eligibility standards as Board members.

- Clause 6. Undergraduate student directors are allowed to earn a maximum of 225 quarter units. Graduate student directors are allowed to earn a maximum of 75 quarter units. Students holding over that number of units will be disqualified from holding office.
- Clause 7. Under extraordinary circumstances the campus president may make an exception to the requirements for unit load, maximum allowable units, residency and grade point average.
- Clause 8. Candidates for the office of College Representative shall in addition to Article III, Section I, Clauses 1 and 2:
- A. Be a declared major in the College for which they have filed; and
 - B. Be enrolled in at least one course within the College for which they have filed; for the College of Education, have completed at least one (1) course within that College.

ARTICLE IV

ELECTION OF DIRECTORS

- Section 1. **General Election.** Selection of all Directors of the Associated Students, Inc. except as otherwise provided, shall be by a general election. A candidate shall be elected by a plurality of all votes cast for the office being sought. The following procedures shall be necessary for election:
- Clause 1. The Elections Code of the Associated Students, Inc. shall govern all matters of elections and election procedures.
- Clause 2. No person shall file for more than one elective office at any one election. Declaration of candidacy for any one office shall be deemed as notification that the candidate will not accept the candidacy, write-in or otherwise, for any other office during the election.
- Section 2. **Unopposed Candidates.** All unopposed candidates for a given position will have their names placed on the ballot along with a no confidence ballot. If the total number of no confidence votes exceeds the total number of votes cast for the candidate, the office will be deemed vacant.
- Section 3. **Term of Office.** The term of office for the Board of Directors shall commence the first day of the Summer Quarter and conclude on the day before the first day of the succeeding Summer Quarter.

ARTICLE V

VACANCIES, RECALL, AND REMOVAL OF DIRECTORS

- Section 1. **Vacancies.** If any elected official, during the term of office, ceases to be a student as CSULA, ceases to qualify for office, or should any office not be filled during the general election, that office shall be deemed vacant.
- Clause 1. In the event a director ceases to be a director due to death, resignation, disqualification, removal, leave of absence, or ineligibility determined by the Registrar of the University and sustained by the Board of Directors or non-election, such a vacancy shall be filled for the unexpired terms by a majority vote of the total remaining directors.
- Clause 2. Should such a vacancy occur in the office of Associated Students, Inc. President, then such vacancy shall be filled by the Vice President for Administration, **ONLY IF THE INCUMBENT VICE PRESIDENT FOR ADMINISTRATION HAS BEEN ELECTED BY THE STUDENT BODY AT A REGULAR GENERAL OR SPECIAL ELECTION.**
- Clause 3. Should the office of the President be vacated, and should the office of the Vice President for Administration be vacated or should the Vice President for Administration be unable to serve as President, the Vice President for Academic Governance shall become President, **ONLY IF THE INCUMBENT VICE-PRESIDENT FOR ACADEMIC GOVERNANCE HAS BEEN ELECTED BY THE STUDENT BODY AT A REGULAR GENERAL OR SPECIAL ELECTION.**
- Clause 4. Should the offices of the President, the Vice President for Administration and the Vice President for Academic governance be vacated simultaneously, a special election for those offices shall be held.
- Clause 5. Should the offices of the Vice President for Administration or Academic Governance be vacated, the Board of Directors shall elect a replacement. Vice Presidents appointed in this manner will not be eligible for appointment to the position of President by the Board of Directors.

- Section 2. **Recall.** Any Director may be subject to recall by action of the Board of Directors as prescribed by the Code of Procedures, or by petition containing signatures and student identification numbers of five (5) percent of Associated Students, Inc. regular members.
- Clause 1. All persons wishing to circulate petitions for recall must register them with the Operations Officer (Executive Director) or designee, at which time all copies of the petition will be dated.
- Clause 2. The Vice President for Student Affairs or designee ensures that the recall petition is returned to the Associated Students, Inc. within twenty (20) working days. The enrollment status of all students whose signature and student identification number appears on the petition shall be verified by the University Registrar within ten (10) working days of receipt of the petition.
- Clause 3. Should such a petition be verified, a special election shall be called by the Associated Students, Inc. President within fifteen (15) working school days of the verification date.
- Clause 4. A majority of votes cast for recall shall remove a director from office, providing that the total number of votes cast in the recall election equal or exceed the number cast for that director when elected, plus at least one-fifth (1/5) of the total number of votes cast for unsuccessful candidates for the election.
- Clause 5. In the event that a director was appointed to the Board of Directors under Article V, Section 1, Clause 1, or has succeeded to office under Article V, Section 1, Clauses 2,3, and 5; the total number of votes cast in the recall election must equal or exceed the total number of votes cast for the director's predecessor, plus at least one-fifth (1/5) of the total number of votes cast for unsuccessful candidates for that office.
- Section 3. **Removal of Directors by the Board of Directors.** The Board of Directors may initiate action to remove any director through the removal procedures prescribed by the most recently revised edition of the Associated Students, Inc. Code of Procedures.

ARTICLE VI AUTHORITY, ACTIONS AND DUTIES OF DIRECTORS

- Section 1. **Authority.** The Board of Directors shall have the power to conduct, manage and control the affairs and business of the corporation in conformity with the applicable federal and state laws including the California Education and Corporations Code, Title V of the California Administrative Code, applicable policies of the Board of Trustees of the California State University and the University, the Articles of Incorporation and these Bylaws.
- Clause 1. The Board of Directors shall, by two-thirds (2/3) vote of all directors have final authority in all cases involving page interpretation of the Associated Students, Inc. Code of Procedures.
- Clause 2. The Board of Directors shall have the authority to hire and dismiss employees and to establish policies regarding employee benefits, responsibilities, compensations, and grievance procedures.
- Section 2. **Action.** Any decision of the Board of Directors may be subject to reconsideration by the Board of Directors at the request of the Judicial Review Committees, or the President of the University.
- Section 3. **Duties of Directors.**
- Clause 1. The Representatives-at-large shall:
- A. Ensure that all necessary activities and policies are initiated and implemented to benefit the student body at large.
 - B. Actively seek out the opinions, needs and desires of students who do not have official representatives on the Board of Directors.
 - C. Be a member of at least one of the Associated Students, Inc. committees.
 - D. Submit a state of affairs report to the Board of Directors in accordance with the Code of Procedures.
- Clause 2. The Representatives of College shall:
- A. Be the official representatives of their respective Colleges.
 - B. Actively seek out the opinions, needs and desires of their constituents.

- C. Present to the Board of Directors for consideration, measures which might serve to resolve student-related problems encountered by their constituents.
- D. Organize and be the B.O.D. liaisons to their College councils. IN THE EVENT A COLLEGE COUNCIL DOES NOT EXIST, THE REPRESENTATIVE SHALL BE RESPONSIBLE FOR INITIATING ONE.
- E. Be a member of at least one of the Associated Students, Inc. committees.
- F. Submit a state of affairs report to the Board of Directors in accordance with the Code of Procedures.

Section 4. Annual Budget. The Board of Directors shall submit for approval, a completed annual budget to the University President not later than sixty (60) calendar days prior to the end of the fiscal year. The Board of Directors shall approve the appropriation of Associated Students, Inc. funds in accordance with Title V, California Administrative Code, the Education Code and the Corporations Code of the State of California, and applicable policies of the Board of Trustees of the California State University. Implementation of any such provisions, however, is subject to the review and approval of the University President in accordance with Section 42402 of title V California Administrative Code.

Section 5. Codes and Records. The Board of Directors shall establish, enforce and keep permanent record of these Bylaws, codes and rules and regulations governing the affairs of the Associated Students, Inc.

Clause 1. The Board of Directors shall approve the creation or dissolution of any and all councils, commissions, and committees necessary for the efficient and effective operation of the Associated Students, Inc.

Clause 2. The Board of Directors shall establish its own Code of Procedures and keep a permanent book of minutes and records of all acts, resolutions and business transacted, which shall be available to the public.

Clause 3. The Associated Students, Inc. Government Office shall prepare a bound copy of the annual minutes and records of the Associated Students at the end of each fiscal year.

Clause 4. The Vice President for Finance shall provide for, and make available an annual Financial Report to the public for the fiscal year of operation.

ARTICLE VII

MEETINGS OF THE BOARD OF DIRECTORS

Section 1. Regular Meetings. The regular meetings of the Board of Directors shall be held biweekly, when classes are in session at a time to be set by the Board of Directors. Such meetings shall be held at CSULA.

Section 2. Emergency Meetings. Emergency meetings of the Board may be called at any time by the Associated Students, President. In the President's absence, inability, or refusal to do so, any two (2) members of the Board may call the Emergency meeting.

Clause 1. Notice of the time and place of such Emergency Board meetings shall be given by personally delivering a copy to each director, or by mailgram or letter sent at least three (3) working days prior to the time set for the Emergency meeting.

Clause 2. Said notice shall state in general terms the purpose for which the meeting is called.

Clause 3. Said notice shall be handled at the Associated Students, Inc. expense and addressed to each director at his/her address as it appears in the records of the Associated Students.

Section 3. Quorum. A quorum for all meetings shall consist of a majority of the voting membership (50% plus 1) of the Board of Directors.

ARTICLE VIII

OFFICERS

Section 1. Officers - The officers of this corporation shall be:

- A. The Associated Students, Inc. President
- B. The Associated Students, Inc. Vice President for Administration who shall be the first (1st) Vice President
- C. The Associated Students, Inc. Vice President for Academic Governance, who shall be the second (2nd) Vice President
- D. The Associated Students, Inc. Vice President for Finance, who shall be the third (3rd) Vice President
- E. the Associated Students, Inc. Secretary/Treasurer

Section 2. Responsibilities of the Associated Students President.
The Associated Students President shall:

- A. Preside over the Board of Directors, the Executive Committee, and the Personnel Committee meetings and be a member of the Finance Committee.
- B. Have the power to recommend for appointment, and/or dismissal, with a majority approval of the entire Board of Directors; the Elections Commissioner, the students on the Instructionally Related Activities Board, the University-Student Union Board, the CSULA Foundation, Cal State L.A. University Auxiliary Services, Inc.
- C. Have the power to recommend such appointments as the Bylaws or the Code of Procedures require, subject to a majority approval of the Board of Directors, and to fill vacancies, unless otherwise provided for in these Bylaws or Code of Procedures.
- D. Be the official representative of the Associated Students, Inc.
- E. Be an ex-officio member of all Associated Students, Inc. committees, commissions, and councils.
- F. Have as Chief Executive, with the concurrence of the Executive Committee, the power to issue executive orders as necessary for the conduct of the Associated Students, Inc. operations in the absence of appropriate legislative action. All executive orders shall be reported at the next Board meeting and may be overridden by a two-thirds (2/3) majority of the entire Board of Directors.
- G. Be responsible for the implementation of any policies and measures of the Associated Students, Inc. that are not subsumed under the jurisdiction of the committees, commissions, councils, or other offices as specified in these Bylaws or the Code of Procedures.
- H. Perform such other duties as may be prescribed by the Board of Directors, these Bylaws or the Code of Procedures.

Section 3. Responsibilities of the Associated Students, Inc. Vice-President for Administration
The First Vice President shall:

- A. Coordinate the activities of all Administrative units and preside over the Cabinet of Commissioners and the Administrative council.
- B. Be a member of the Board of Directors, Executive, Personnel, and Finance Committees.
- C. Be an ex-officio member of all Administrative units.
- D. Have the power to recommend for appointment and/or dismissal, with a majority of the entire Board of Directors, and the various commissioners.
- E. In the absence, disability, or at the request of the Associated Students President, perform all the duties of the A.S. President; and when so acting, have all the powers of, and be subject to, all the restrictions upon the Office of the President.
- F. Have such other powers and perform such other duties as may be delegated by the Associated Students, Inc. President, the Board of Directors, these Bylaws, or the Code of Procedures.

Section 4. Responsibilities of the Associated Students, Inc. Vice President for Academic Governance.
The Second Vice President shall:

- A. Coordinate the activities of all Academic Governance units and Preside over the Cabinet of Senators, and Academic Council.
- B. Be a member of the Board of Directors, Executive, and Personnel Committees.
- C. Have the power to recommend for appointment and/or dismissal, with a majority approval of the entire Board of Directors, students to University and Academic Senate committees, subcommittees and boards.
- D. In the absence or disability of the Associated Students President and First Vice President shall, perform all the duties of the Associated Students President: and when so acting, shall have all the powers of, and be subject to all the restrictions upon the Office of the President.

- E. Have such other powers and perform such other duties as may be delegated by the Associated Students President, the Board of Directors, these Bylaws, or the Code of Procedures.

Section 5. Responsibilities of The Associated Students Inc. Vice-President for Finance.
The Third Vice President shall:

- A. Coordinate the activities of all Finance units and will preside over the Finance Committee as Chair.
- B. Be a member of the Board of Directors, Executive, and Personnel Committees.
- C. Have the power to recommend for appointment and/or dismissal, with a majority approval of the entire Board of Directors, students to the position of Vice-Finance Chair.
- D. In the absence or disability of the Associated Students President, First Vice-President, and Second Vice-President, perform all the duties of the Associated Students President: and when so acting, shall have all the power of, and be subject to all the restriction of the Office of the President.
- E. Shall assume the leadership and responsibilities as stated in Article IX, Section 3 of the Associated Students Inc. Bylaws.
- F. Have such other powers and have such other duties as may be delegated by the Associated Students Inc. President, the Board of Directors, these Bylaws, or the Code of Procedures.

Section 6. Responsibilities of the Associated Students, Inc. Secretary/Treasurer.
The Secretary/Treasurer:

- A. A representative-at-Large shall be appointed Secretary/Treasurer by the Associated Students, Inc. President, subject to a majority approval by the Board of Directors.
- B. Shall perform the responsibilities designated in the Code of Procedures.

ARTICLE IX

STANDING COMMITTEES

Section 1. Executive Committee. The Executive Committee shall coordinate the information, program, projects, and problems to be considered by the Associated Students, Inc. Board of Directors. The Executive Committee shall also provide general policy guidelines, and make specific policy decisions, in place of the entire Board of Directors only when the Board cannot be called together to act on an emergency matter.

Clause 1. All policy decisions of the Executive Committee shall be reported to the Board of Directors and may be overturned by a two-third (2/3) vote of the Board of Directors present at the meeting.

Section 2. Personnel Committee. The Personnel Committee shall act on behalf of the Board of Directors in all matters concerning employees of the corporation. Such actions shall be in accordance with Title V of the Administrative Code of the State of California, Policies and Directives of the Board of Trustees of the California State University and Colleges, Policies of the University, the Articles of Incorporation, and these Bylaws.

Clause 1. The Personnel Committee shall make recommendations to the Board of Directors regarding hiring employees, dismissing employees, establishing policies regarding employee benefits, responsibilities, compensations, and grievance procedures.

Clause 2. The Personnel Committee shall make annual recommendations to the Board of Directors on personnel matters involving any changes in the level of budgetary support.

Clause 3. The Personnel Committee shall conduct, on a semi-annual basis, a review of the performances of the full-time employees.

Section 3. Finance Committee. The Finance Committees shall act on behalf of the Board of Directors in all matters pertaining to income appropriation, and the safeguarding of Associated Students funds.

Clause 1. The Finance Committee shall make recommendations to the Board of Directors regarding allocation of fund

- Clause 2. The Finance Committee shall also prepare an annual budget which must be submitted to the Associated Students, Inc. Board of Directors in sufficient time for review and approval in accordance with Article VI, Section 4 of these Bylaws.
- Clause 3. Investment Committee. The Finance Committee shall have responsibility for recommending the most appropriate investment of, and the safeguarding of Associated Students, Inc. funds.
- Section 4. Cabinet of Commissioners. The Cabinet of Commissioners shall coordinate, plan and be responsible for the activities of the administrative units of the Associated Students, Inc.
- Clause 1. All actions of the Cabinet of Commissioners must be reported to the Board of Directors. On receiving report of the actions taken, the Board of Directors may decide to reconsider the directives of the Cabinet of Commissioners.
- Clause 2. The members of the Cabinet of Commissioners shall include, but not be limited to the following:
- A. Campus Relations Commissioner
 - B. Community Development Commissioner
 - C. Program Coordination Commissioner
 - D. Special Services Commissioner
 - E. Elections Commissioner
- Section 5. Cabinet of Senators. The Cabinet of Senators shall coordinate, plan, and be responsible for the actions of the Academic Governance units of the Associated Students, Inc.
- Clause 1. All actions of the Cabinet of Senators must be reported to the Board of Directors. On receiving report of the recommended actions, the Board of Directors may decide to reconsider the recommendations of the Cabinet of Senators.
- Clause 2. The members of the Cabinet of Senators shall include, but not be limited to, the student senators of the Academic Senate.
- Section 6. Judicial Review Committee. The Judicial Review Committee shall:
- A. Review, upon appeal, decisions of the Board of Directors involving interpretations of the Articles of Incorporation, the Bylaws, and the Code of Procedures.
 - B. Declare all election results.
 - C. Hear all alleged violations of election campaign rules and regulations, and/or irregularities in balloting procedures as set forth in the Associated Students, Inc. Bylaws and Election Code.
 - D. Resolve grievances between members of the Associated Students and the Board of Directors relative to the functioning of the Associated Students.
 - E. Hear other grievances and issues as referred to the Committees by the Board of Directors or the University President.
- Clause 1. Membership. This committee shall consist of a Chief Justice, three (3) Associate Justices and one faculty member.
- A. The Chief Justice and the Associate Justice shall be recommended by the Associated Students, Inc. President and shall be approved by a two-thirds (2/3) vote of the entire Board of Directors.
 - 1. The justices may not hold any elective or other appointive office of the Associated Students.
 - 2. The justices shall be regular members of the Associated Students, Inc. in good standing as defined by the University Registrar.
 - B. The Faculty member shall be recommended by the Committee on Committees of the Academic Senate and shall be approved by a two-thirds (2/3) vote of the entire Board of Directors.
- Clause 2. Review. Any decision of the Board of Directors may be subject to review in the following manner:
- A. The Board of Directors, by a majority vote, may present matters to the Judicial Review Committee.

- B. The Associated Students, Inc. President or the Chief Justice shall be obligated to convene a Judicial Review Committee upon receipt of a petition requesting such an action containing seventy-five (75) student signatures, with permanent file numbers, verified by the University Registrar.

Clause 3. Power. The Judicial Review Committee shall have the power to declare null and void only actions that are contrary to the Articles of Incorporation, or the Bylaws of the Associated Students, Inc.

Clause 4. Procedures. The Judicial Review Committee shall:

- A. Establish its own Code of Procedures. This code shall be approved by the Associated Students Board of Directors.
- B. Submit its decisions in writing to the Associated Students Board of Directors for inclusion in the official minutes.

Clause 5. Term of Office. The term of office for members of the Judicial Review Committee shall coincide with the term of office for the Associated Students Board of Directors.

ARTICLE X

ELECTIONS

Section 1. Annual General Election. There shall be an annual general election by the members of this corporation for the purpose of electing the officers of this corporation. Said election shall be held on the campus of California State University, Los Angeles. The election shall be held upon a date or dates as may be determined by the Board of Directors.

Clause 1. Notice of the time of such election shall be given at least three (3) weeks in advance and must be published in:

- A. A conspicuous place in the University Times.
- B. At least three (3) conspicuous and public places on the campus of California State University, Los Angeles.

Section 2. Special Elections, Referendum, and Initiative

Clause 1. Initiative. The Associated Students shall have the power to initiate legislation at a Board of Directors meeting by means of a written petition signed by at least three percent (3%) of the current members of the Associated Students with permanent file numbers, verified by the University Registrar. Upon presentation of the petition to the Board of Directors, that body shall act on said proposed legislation within a period of fifteen (15) school days. If the Board of Directors fails to take action requested in the petition, the petitioners may request a referendum, and the Board of Directors shall make provision for such an election as specified in Article XII, Section 2, Clause 2.

Clause 2. Referendum. Any rules or regulations passed by the Board of Directors shall be subject to a referendum vote of the Associated Students except emergency measures without permanent effects; procedural rules of the Board of Directors; any initiative on which the Board of Directors fails to take action in Clause 1 of this Section; or any matter on which the Board of Directors desires a vote of the general student body. A request for such vote made either by written petition signed by at least three percent (3%) of the members of the Associated Students with permanent file numbers, verified by the University Registrar; or two-thirds (2/3) vote of the Board of Directors, shall necessitate a special election within thirty (30) school days after said petition has been filed, or after such action by the Board of Directors.

- A. A plurality of the regular members of the corporation (Associated Students) voting shall be sufficient to uphold the referendum in an election, in which at least as many votes are cast on the question as equal fifty percent (50%) of the total votes cast for all candidates for Associated Students President in the last general election, including abstentions and no confidence votes.

Clause 3. Notice of the time and place of the special election shall be given at least seven (7) days in advance and shall contain a general statement of the purposes and matters to be considered.

- A. The notice shall be given by publication:
 - 1. In a conspicuous place in the University Times.

2. In at least three (3) conspicuous and public locations on campus.

Clause 4. Special elections for other purposes may be called by two-thirds (2/3) vote of the Board of Directors or by petition of five percent (5%) of the whole student body, and shall be conducted in a way consistent with other paragraphs of this section.

ARTICLE XI INDEMNIFICATION OF DIRECTORS, OFFICERS, EMPLOYEES AND OTHER AGENTS

Section 1. **Right of Indemnity.** To the fullest extent permitted by law, the corporation shall indemnify its Directors, Officers, employees, and other persons described in Section 5238 (a) of the California Corporations Code, including persons formerly occupying any such position, against all expenses, judgments, fines, settlements and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in that Section, and including an action by or in the right of the corporation, by reason of the fact that the person is or was a person described in that section. "Expenses," as used in this Bylaw, shall have the same meaning as in Section 5238 (a) of the California Corporations Code.

Section 2. **Approval of Indemnity.** On written request to the Board by any person seeking indemnification under Section 5238 (b) or Section 5238 (c) of the California Corporations Code, the Board shall promptly determine under Section 5238 (e) of the California Corporations Code whether the applicable standard of conduct set forth in Section 5238 (b) or Section 5238 (c) has been met and, if so, the Board shall authorize indemnification.

Section 3. **Advancement of Expenses.** To the fullest extent permitted by law and except as otherwise determined by the Board in a specific instance, expenses incurred by a person seeking indemnification under these Bylaws in defending any proceeding covered by those Sections shall be advanced by the corporation before final disposition of the proceeding, on receipt by the corporation of an undertaking by or on behalf of that person that the advance will be repaid unless it is ultimately determined that the person is entitled to be indemnified by the corporation for those expenses.

Section 4. **Insurance.** The corporation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its Officers, Directors, employees, and other agents, against any liability asserted against or incurred by any Officer, Director, employee, or agent in such capacity or arising out of the Officer's Director's, employee's or agent's status as such.

ARTICLE XII MISCELLANEOUS PROVISIONS

Section 1. **Conflict of Regulations.** In the event that a provision of code, or other regulation of a commission, Committee, Council, or other organization of this corporation be in conflict with the Articles of Incorporation and Bylaws of this corporation, these Articles of Incorporation and Bylaws shall prevail.

Section 2. **Signature on Petitions.** To be valid, the signatures on a petition must be accompanied by the student's permanent file number and each page of the petition must contain a statement of a purpose of that petition.

Section 3. **Fiscal Year.** The fiscal year of this corporation shall be a period of twelve (12) months between the first of July and the thirtieth of June of the succeeding year.

Section 4. **Amendments.** The Bylaws of this corporation may be amended by a two-thirds (2/3) majority of the votes cast by the regular membership of this corporation in general or special election.

Clause 1. An amendment may be proposed to the Board of Directors in writing:

- A. By three percent (3%) of the members of the corporation. Signatures shall be verified by the Center for Student Development and Programs; or
- B. By a majority vote of the Board of Directors

Clause 2. A copy shall be published in the University Times at least seven (7) school days prior to the day of the special election.

A. Such copy may be accompanied by a proponent and opponent position, neither of which shall exceed two hundred fifty (250) words.

Clause 3. The Board of Directors shall call a special amendment election in not less than fifteen (15) or more than thirty (30) school days following the presentation of the proposed amendment to the Board of Directors.

Section 5. The Board of Directors shall be responsible for making any necessary corrections to modify the Bylaws to conform with the most current Chancellor directives and University written policies. A two-thirds (2/3) vote of the entire Board of Directors is necessary to make such changes.

Section 6. The University President or designee shall be an ex-officio advisor to all Associated Students, Inc. commissions, committees, and councils.

Section 7. Title V of the Administrative Code of the State of California, the Education Code of the State of California, and the Articles of Incorporation of the Associated Students, Inc. at CSULA supersede these Bylaws.

Section 8. The Associated Students, Inc. shall be subject to an annual audit by a firm of certified public accountants as provided in Section 89900 of the Education Code of the State of California.



**ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

ADMINISTRATIVE MANUAL

**BOARD OF DIRECTORS
Code of Procedures**

Approved:	08/84	Revised:	02/99
Effective Date:	01/80	Revised:	02/99
Amended:	05/81	Revised:	04/99
Amended:	08/81	Amended:	06/98
Amended:	04/83	Revised:	08/98
Amended:	04/83	Revised:	02/99
Amended:	05/84	Revised:	02/99
Amended:	06/84	Revised:	04/99
Amended:	09/86	Recodified:	05/99
Amended:	09/86	Revised:	04/01
Amended:	06/88	Revised:	02/08
Amended:	07/88	Amended:	02/09
Amended:	07/89		
Amended:	08/90		
Amended:	06/98		
Revised:	08/98		

POLICY 002

ARTICLE I

AUTHORITY AND FUNCTION

Section 1 – Function

These codes shall act as the governing procedures for the Board of Directors (B.O.D.) of the Associated Students, Incorporated (A.S.I.) of California State University, Los Angeles. It shall be the purpose and function of the Board of Directors to:

- Act as a governing Board for the Associated Students, Inc.
- Act as a steward to the student funds
- Act as a learning laboratory for student leadership

Section 2 – Authority

This Code of Procedures is established under the authority given in Article VI, Section 1, Clause 1 of the Bylaws of the Associated Students, Inc. of California State University, Los Angeles.

ARTICLE II

MEMBERSHIP AND DUTIES

Section 1 – Membership

The Bylaws of the Associated Students, Inc. shall govern the qualifications of voting membership for the Board of Directors and four non-voting members.

- A. A.S.I. Executive Director (non-voting)
- B. A.S.I. Assistant Director (recording secretary) (non-voting)
- C. A.S.I. Director of Programs and Leadership (non-voting)
- D. University President or designee (non-voting)

Section 2 – Quorum

Quorum shall be defined as 50% plus one (1) of the current voting membership of the Board.

Section 3 – Board of Directors Responsibilities

A. Reports

- 1. Bi-weekly report
 - a. All directors shall submit to the Secretary/Treasurer a report which details the times, dates, places and description of all A.S.I. related activities to be counted for service hours.
 - b. Bi-weekly reports are due at noon on the Wednesday before each Board meeting.
- 2. State of Affairs
 - a. All directors shall submit a fully completed State of Affairs report by noon on the Thursday of the seventh week of quarter to the President.

B. Meetings

- 1. All directors are required to attend all meeting for which they are a member.

2. All directors shall be a member of at least one (1) of the A.S.I. standing committees. If no A.S.I. standing committees have vacancies, then attendance at all of the chosen standing committee meetings is sufficient to fulfill the requirement.
3. All directors shall be a member of at least one (1) of the Academic Senate or University committees.
4. A director must report his/her arrival and departure from the B.O.D. meeting to the Recording Secretary.

C. Specific Duties

1. Each B.O.D. shall be responsible for carrying out the duties specified in the Associated Students, Inc. Bylaws.
2. Each director shall actively seek out the opinions, needs, and desires of constituents, and organizations within his/her constituency.
3. Each director shall present to the B.O.D. for consideration such measures as might serve to resolve any and all student-related problems faced by his/her constituency.
4. Each director shall ensure that all necessary activities and policies are initiated and carried out for the student body at large.

D. Service

1. Each director shall be responsible for fulfilling a minimum of eight (8) hours of service to the University community on behalf of the Associated Students, Inc. per week beyond attendance at required meetings.
2. In addition to the above requirement, Board members shall be responsible for a minimum of two (2) office hours to be held in the A.S.I. offices.
 - a. Office hours must be scheduled with the Secretary/Treasurer during the first week of each quarter during the director's term of office.
 - b. Any change in these office hours is to be reported to the Secretary/Treasurer immediately.

- E. Eligibility. Any board member who wishes to take a quarter off from classes must submit a written statement of intent to the Executive Director no later than the drop deadline for that quarter. During their quarter off, board members must not be registered for any classes at this University.

Section 4 – Additional Responsibilities of the President

A. Reports

1. State of Affairs
2. The President shall submit, to the B.O.D., a completed State of Affairs Report for the A.S.I. at the B.O.D. meeting in the 10th week.

B. Meetings

1. Take the chair at the hour, at which the B.O.D. convenes, immediately for order, and cause the roll to be called.
2. Be responsible for the reading and approval of the minutes of the previous meeting.
3. Preserve order and decorum; decide all points of order subject to an appeal of the Board of Directors; the Chairperson may speak to points of order in preference to other directors.
4. Make the efforts possible to facilitate the conduct of business and debate.
5. Call upon a member of the gallery to speak on an issue during a period of debate. Members of the gallery are subject to the same limitations as the B.O.D..
6. Have the right to name a director to perform the duties of the chair in the absence of the President, Vice-President for Administration, Vice-President for Academic Governance and Secretary/Treasurer, but such appointment shall not extend beyond adjournment.
7. Have control of the Board Chambers and entries during the proceeding of Board Meetings.
8. Have the right to vote, at his/her discretion only in the event of a tie.
9. Be responsible for maintaining a speaker's list.
10. Be responsible for preparing the agenda for the B.O.D., Personnel and Executive Committee meetings.

11. Observe and insure quorum.

C. Specific Duties

1. Be responsible for the communication of the actions of the B.O.D. to the appropriate parties unless otherwise specified in the motion or resolution.
2. It shall be the responsibility of the President to determine the GIA for the Secretary/Treasurer. Provide documentation to the Secretary/Treasurer to be used as a guide for determining GIA funds to the Recording Secretary, Secretary/Treasurer and Chief Justice. Failure to do so will result in a 20% reduction in the Quarterly GIA as set forth in Article VIII, Section S, Clause 3.
3. Recommend to the B.O.D. for appointment or dismissal, the Finance Chairperson, the Elections Commissioner, The Chief Justice of the Judicial Review Committee, and the student representatives to the following academic and administrative committees:
 - a. Instructionally Related Activities Board
 - b. CSLA Foundation
 - c. UAS
4. Issue executive orders, with the concurrence of the Executive committee, as necessary for the conduct of A.S.I. operations in the absence of appropriate legislative action. All Executive orders shall be reported to the next meeting of the B.O.D. and may be overturned with a 2/3 vote.
5. Be responsible for the implementation of any policies and measures of the ASI that are not subsumed under the jurisdiction of the committees, commissions or councils or other offices as specified in the Bylaws or these codes.

D. Service

1. Perform such other duties as may be prescribed by the B.O.D., the Bylaws or these codes.

Section 5 – Additional Responsibilities of the Vice President for Administration

A. Reports

1. The VPA shall report at the B.O.D. on the status of the work of the Cabinet of Commissioners.

B. Meetings

1. The VPA shall serve as the Chair of the Cabinet of Commissioner and shall ensure that the Cabinet meets on a bi-weekly basis during the quarter.

C. Specific Duties

1. Recommend to the B.O.D. for appointment or dismissal, all commissioners not delegated to other officers elsewhere in this document.
2. Provide documentation to the Secretary/Treasurer to be used as a guide for determining GIA funds to the Cabinet of Commissioner except as otherwise delegated in Section 2. Failure to do so will result in a 20% reduction in the Quarterly GIA as set forth in Article VIII, Section S, Clause 3.

D. Service

1. Perform any other responsibilities that may be delegated by the President.

Section 6 – Additional Responsibilities of the Vice President for Academic Governance

A. Reports

1. The VPAG shall report at the B.O.D. on the status of the work of the Cabinet of Senators.

B. Meetings

1. Act in the capacity of the President in the absence of both the President and the Vice President for Administration, when required by Robert's Rules of Order, or when requested by the President.

C. Specific Duties

1. Recommend to the B.O.D. for appointment, official attendance, or dismissal, all students to university and academic committees, subcommittees boards of the University, and ASI

committees not delegated to other officers in these codes. The VPAG shall manage the appointment process for all approved student representatives to the aforementioned committees.

2. Provide documentation to the Secretary/Treasurer to be used as a guide for determining GIA funds to the Academic Senators.

D. Service

1. Perform any other responsibilities that may be delegated by the President.

Section 7 – Additional Responsibilities of the Vice President for Finance

A. Reports

1. The VPF shall report at the B.O.D. on the financial status of Associated Students, Inc.

B. Meetings

1. The VPF shall serve as the Chair of the Finance Committee and shall preside over the Finance Committee on a bi-weekly basis during the quarter.

C. Specific Duties

1. Recommend to the B.O.D. for appointment or dismissal, the Vice Finance Chair not delegated to other officers elsewhere in this document.
2. Shall assume the leadership and responsibilities as stated in Article IX, Section 3 of the Associated Students, Inc. Bylaws.

D. Service

1. Perform any other responsibilities that may be delegated by the President.

Section 8 – Additional Responsibilities of the Secretary/Treasurer

A. Reports

1. The Secretary/Treasurer shall report at the B.O.D. on the status of the work of the Finance Committee.

B. Meetings

1. Act in the capacity of the President in the absence when the President, the Vice President for Administration, and the Vice-President for Academic Governance, when required by Robert's Rules of Order, or when requested by the President.

C. Specific Duties

1. Ensure the accuracy of the B.O.D. minutes prior to submission for approval by the Board of Directors
2. Keep a scrapbook of all newspaper articles and pictures relating to the Associated Students, Inc.
3. Compile files of all A.S.I. B.O.D. events and activities
4. Notify and conduct an orientation for all appointees of positions to which they have been assigned by the B.O.D.
5. Ensure access to the Directors by maintaining a list of office hours for each Board member
6. Distribute and post agendas and minutes as required by law and to all relevant parties
7. Forward resolutions that have been signed by the A.S.I. President to the parties concerned.
8. Process Grant-In-Aid requests with the input of the President, VPA, and VPAG in their roles as delineated earlier in these codes.
9. Keep official record of the attendance of A.S.I. members for all official required committee meetings to ensure accountability of A.S.I. members

D. Service

1. Perform any other responsibilities that may be delegated by the President.

Section 9 – Additional Responsibilities of Representatives of College shall:

A. Reports:

1. The College Representatives shall report at the B.O.D. on the state of their college and the needs of their constituency.
2. The college representatives shall submit a state of affairs report to the B.O.D. in accordance with the Code of Procedures.

B. Meetings:

1. Organize and be the B.O.D. liaisons to their College councils. In the event a college council does not exist, the representative shall be responsible for initiating one.

C. Specific Duties:

1. Be the official representatives of their respective Colleges.
2. Actively seek out the opinions, needs, and desires of their constituents.
3. Present to the B.O.D. for consideration, measures which might serve to resolve student-related problems encountered by their constituents.
4. Be a member or attend at least one of the Associated Students, Inc. committees.

D. Service:

1. Perform any other responsibilities that may be delegated by the President.

Section 10 - Additional Responsibilities of Representatives-At-Large shall be:

The purpose of the Representative-At-Large positions is to represent all CSULA students, with a focus on students with undeclared majors.

Campus Affairs Representative:

A. Reports:

1. The Campus Affairs Representative shall report at the B.O.D. on the state of the University Council and the needs of their constituency.
2. The Campus Affairs Representative shall submit a state of affairs report to the B.O.D. in accordance with the Code of Procedures.

B. Meetings:

1. The Campus Affairs Representative shall serve as the Chair of the University Council.

C. Specific Duties:

1. Shall serve as the Chair of the University Council (for information regarding Chair responsibilities, see the UC Codes of Procedures)
2. Shall be responsible for submitting proposals to the Executive Board to initiate reforms in the area of Campus Affairs.
3. Shall be responsible for conducting an annual survey in association to be initiated no later than the third of week of the Fall quarter. In the event that the Campus Affairs position is not filled by the specified time the duty shall be assumed by another Representative.
4. Shall be responsible for regularly tabling and connecting with the students at large (for a minimum of one hour per week, preferably more).
5. Shall assist the Legislative Affairs Representative in disseminating information to the students.

D. Service:

1. Perform any other responsibilities that may be delegated by the President.

Community Affairs Representative:

A. Reports:

1. The Community Affairs Representative shall report at the B.O.D. on community issues relating to CSULA students
2. The Community Affairs Representative shall submit a state of affairs report to the Board of Directors in accordance with the Code of Procedures.

B. Meetings:

1. The Community Affairs Representative shall serve as the Secretary of the University Council.

C. Specific Duties:

1. Shall serve as the Secretary of the University Council (for information regarding Vice Chair responsibilities, see the UC Codes of Procedures)
2. Shall be responsible for establishing communication links with appropriate community agencies
3. Shall be responsible for representing those areas involved in campus/community projects
4. Shall educate the B.O.D. and the student population at large in the nature, problems, and resources of the Los Angeles community

D. Service:

1. Perform any other responsibilities that may be delegated by the President.

Legislative Affairs Representative shall:

A. Reports:

1. The Legislative Affairs Representative shall report at the B.O.D. on relevant legislation affecting students
2. The Legislative Affairs Representative shall submit a state of affairs report to the Board of Directors in accordance with the Code of Procedures.

B. Meetings:

1. Attend B.O.D. meetings
2. Attend monthly California State Student Association meetings as a representative for CSULA.

C. Specific Duties:

1. Shall attend B.O.D. meetings and be exempt of other committee requirements
2. Shall serve as a CSULA representative at the California State Student Association (CSSA) Board of Directors.
3. Shall keep the B.O.D. informed on state and national issues, as well as legislative issues affecting students.
4. Shall do research regarding legislative action and campus opinion.
5. Shall manage the creation, review, and approval process of Resolution Creation.
6. Shall establish contact with all appropriate representatives through written and personal communication for the purpose of conveying student concerns and obtaining information on relevant legislative issues.
7. Shall be responsible for coordinating students to meet with legislators in the Assembly and the Senate each year.
8. Shall be responsible for coordinating a voter registration drive each quarter.
9. Shall be responsible for coordinating "Get Out the Vote" drives each quarter there is an election.
10. Shall chair the Lobby Corps.
11. Shall act as a legislative liaison to the media, and provide all relevant materials to be published to better inform the student population.
12. Shall recruit and facilitate the placement of students on state-wide committees.
13. Shall organize and facilitate participation in the annual CSSA California Higher Education Student Summit (CHESS).
14. Shall facilitate CSSA conferences or committee meetings hosted on our campus.

D. Service:

1. Perform any other responsibilities that may be delegated by the President.

Section 11 – Removal from Office

- A. A director and appointed members may be removed from office for failure to judiciously complete the duties assigned to them.
- B. A.S.I. Member performance review or removal from office will begin on the Executive Board level and must follow the process outlined below:
 - a. **Performance Warning:** A director can receive a written warning outlining concerns, new expectations, and a timeline (no more than 10 days) as to when performance will be reviewed by the Direct Report with A.S.I. President approval.
 - b. **Probation:** A director can be placed on probation for 10 additional days by the Direct Report with A.S.I. President approval if the items addressed in the Performance Warning have not been resolved in the prescribed timeline.
 - c. **Director or ASI Appointee Removal Step:**
 - i. An ASI elected or appointed member can be put up for immediate removal without warning depending on the severity of an infraction, behavior, or level of performance.
 - ii. It takes two or more Executive Board Committee members to put a Director up for removal. Consideration for removal will be based on review of written documentation informed by item A and B above. It takes 2/3 majority vote of the Executive Board to remove a director. This result will be final and will only be reported to the B.O.D. as an information item. The result of the Executive Board can be reconsidered and overturned by the B.O.D. with a 2/3 majority vote.
 - d. **Executive Board of Director Removal:** It takes three or more Board of Directors members to put an Executive Board of Director up for removal. Consideration for removal will be based on review of written documentation informed by item A and B above. It takes 2/3 majority vote of the B.O.D. to remove an Executive Board of Director. This result will be final. The result of the B.O.D. can be reconsidered and overturned by the JRC with a 2/3 majority vote if A.S.I. Policy is violated.
- C. Upon the accumulation of two (2) absences, four (4) unexcused tardies, or two (2) early departures from meetings in a six-month period, the name of the absentee shall be placed before the Board of Directors by any director to determine whether the person shall be removed from office.

Section 12 – Filling of Elected Vacancies

- A. Vacancies shall be publicized in the campus paper. Such publicity notices shall be made at least five (5) school days prior to the appointment date.
- B. Applications will be accepted until noon, two (2) full days before the appointment date.
- C. It shall be the responsibility of the applicants to be present at the meeting at which the appointment will occur.
- D. The B.O.D. shall use secret ballot voting to fill the vacant office(s). The person with a majority vote shall be declared appointed to the vacant position(s).

Section 13 – State of Affairs Report

- A. The ASI President with the assistance of all other ASI officers, B.O.D. representatives and chairpersons, shall be responsible for the compilations and presentation of the report on the State of Affairs of the Associated Students, Inc., to the B.O.D. at the last official meeting of each quarter.
- B. Each B.O.D. shall submit a State of Affairs report to the President before the end of the quarter.
- C. This report shall include the following information:
 1. Major issues and problems facing the A.S.I. with alternative plans of action.
 2. Major plans, programs, projects and activities undertaken by the A.S.I. and their successors.
 3. Proposed plans, programs, projects and activities to be undertaken in the following quarters.

4. Current status of A.S.I. staff and membership on committees and in the governance programs.
 5. Financial Status Report
 6. How well the purpose, the long-range goals, the short-range goals, and the objectives of A.S.I. that are being achieved.
- D. The B.O.D. at its next meeting shall take positions on the recommendation and the rest of the report as well as provide guidelines for courses of action to be undertaken by the A.S.I. President, so as to bring the A.S.I. nearer to its purpose, long range goals, short range goals, and objectives.

Section 14 – Grant-in-Aid

The Grant-in-Aid (GIA) is an earned stipend given to students in A.S.I. Office in recognition of work completed. GIA's are earned in the following distribution:

- A. Reports – 30%
- B. Meetings - 20%
- C. Specific Duties – 20%
- D. Service – 30%

Section 15 – Absences, Tardiness, and Early Departures

- A. Absences:
 1. The president shall be the sole official allowed to give excused absences to directors.
 2. Each director will be responsible for informing the president of his/her absence.
- B. Tardiness
 1. The president shall be the sole official to be allowed to give an excused tardy to directors. Each director will be responsible for informing the A.S.I. Chairperson of the need for an excused tardy.
 2. Early Departures
- C. Any director who has to leave a regular B.O.D. meeting shall request an excused early departure from the A.S.I. Chairperson prior to the beginning of the meeting.

ARTICLE III

ADMINISTRATIVE POLICY

Section 1 – Administrative Manual

The Board of Directors shall approve all modifications of the A.S.I. Administrative Manual.

ARTICLE IV

MEETINGS

Section 1 – General Meetings

- A. The B.O.D. shall meet on a bi-weekly basis.
- B. The agenda shall be prepared by the Executive committee and posted at least seventy-two (72) hours prior to the date set for a regular meeting; twenty-four (24) hours before a special meeting and give written notice thereof to any individual or medium so requesting in writing.
- C. 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, a legislative body may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement, or both. Emergency situations are defined in the Gloria Romero Open Meeting Act of 2000.
- D. No action or discussion may take place of items not on the agenda, unless deemed an “emergency situation” by 2/3 of members' present or unanimous vote if 2/3 of members not present.
- E. The annual schedule of meeting times, dates and locations shall be established a month prior to the beginning of the following school year.
- F. Meeting shall be adjourned by a simple majority of the B.O.D.
- G. Special Meetings:
 1. All directors are to be present at Special Meetings unless excused by the A.S.I. chairperson.

2. Special Meetings shall be adjourned after two (2) hours unless the B.O.D extends the meetings and the absences from meetings shall be considered as an absence from a regular meeting.
- H. Meeting Procedures
1. Proxies shall not be allowed.
 2. On any particular issue, directors who have not spoken recently shall be recognized over other Directors.
 3. A roll call vote shall be taken at the request of any director. Secret ballot is not permitted.
- I. The Associated Students, Inc. B.O.D. may move onto Closed Session to consider matters of persons employed or to be employed by the Associated Students, Inc. or matters involving pending, current or proposed litigation. Closed Sessions are open only to directors. The Board may choose to extend an invitation to any other person who is given permission by a simple majority.
- J. Motions
1. Debate on a motion before the B.O.D. shall be limited to fifteen-minutes unless extended by a majority vote of the B.O.D..
 2. Motions not voted on at the B.O.D. meeting shall be considered an item of business at the following meeting.
- K. No director shall speak for more than three (3) minutes on any question except when an extension is granted by the chairperson, subject to appeal.
- L. Any director unable to attend a meeting and having in his/her possession papers necessary for business to be presented to the B.O.D., shall leave them with the chairperson.
- M. Any director rising to speak on protest shall be allowed to speak for a period not to exceed one (1) minute after the deciding vote.
- N. A director may yield to a member of the gallery to speak on an issue during a period of discussion.

Section 2 – Emergency Meetings

The B.O.D. may meet on an emergency basis. When an emergency meeting is necessary, the Chair shall call the meeting through a written notice to all members no less than twenty-four (24) hours prior to the meeting. An emergency meeting may be called by either the Chair or through a request to the chair by three (3) voting members of the Board.

Section 3 – Issues of Social Concern

- A. The B.O.D. may deal with issues of social concern; however, its primary concern shall rest with educationally related issues.
- B. The B.O.D. Executive Committee shall clarify issues as to their educational/social issues. The following criteria shall be observed:
 1. Passage of position statement
 2. Encourage continuing grass roots efforts
- C. The issue will then be introduced as a B.O.D. information item. The appropriate action should be taken to insure that the student opinion is considered by the B.O.D. in the decision making process.
- D. Actual lobbying activities and support services shall be as follows:
- E. Extensive lobbying efforts, staff lobbying efforts and support services shall be restricted to educational /student related issues.
- F. Exceptions to this may be carried by two-thirds (2/3) majority of the B.O.D.
- G. The Board may take the following actions regarding social issues:
 1. Passage of position statement
 2. Encourage continuing grass roots efforts
 3. Press releases
 4. Resolutions
 5. Other appropriate action

Section 4 – JRC Responsibilities

- A. One Representative of the Judicial Review Committee will provide representation to every A.S.I. Board of Directors meeting. The rotation schedule should consist of currently seated JRC

members, and is to be prescribed by the Chief Justice of the JRC or designated member. This schedule is to be submitted to the A.S.I. President and Executive Director no later than the third week of the quarter. The JRC Representatives will serve as non-voting ex-officio.

- B. The Justice sitting at the Board shall serve as Parliamentarian on an as-needed basis.
- C. The Chief Justice of the JRC will provide representation to every A.S.I. Bylaws and Codes Review Sub-Committee meeting. The Chief Justice will have voting privileges.

ARTICLE V

MAJOR OFFICE HOLDERS

The list of major office holders shall be based on the most current university regulations regarding that designation. For all other offices, they shall be considered minor.

ARTICLE VI

AMENDMENTS

Proposed amendments to these codes shall be submitted on a majority of the Board of Directors to the A.S.I. Sub-Committee on Bylaws and Codes of Procedure for their review and approval prior to submitting the proposed changes to the B.O.D. for their 2/3 approval.



**ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

ADMINISTRATIVE MANUAL

EXECUTIVE COMMITTEE CODE OF PROCEDURES

Approved: July 1970
Amended: April 1980
Amended: October 1982
Amended: May 1983
Approved: May 12, 1983
Amended: Nov. 15, 1984
Amended: May 1, 1984
Approved: May 10, 1984
Amended: Dec. 11, 1984
Recodified: May 1999
Amended: April 2001
Amended: November 2008
Amended: February 2009

POLICY 003

ARTICLE I

AUTHORITY AND FUNCTION

These codes shall act as the governing procedures for the Executive Committee of the Associated Students, Incorporated (A.S.I.) of California State University, Los Angeles. It shall be the purpose and function of the Executive Committee to:

- A. Coordinate the information, programs, projects, and problems to be considered by the Associated Students Board of Directors.
- B. Act on behalf of the Board of Directors when the Board cannot be called together to act on an emergency matter. Such actions shall be in accordance with Title V of the Administrative Code of the State of California, Policy and Directives of the Board of Trustees of the California State University, Policies of the University, the Articles of Incorporation, and the Bylaws.

ARTICLE II

MEMBERSHIP AND DUTIES

Section 1 – Membership

The Executive Committee shall be composed of eight (8) voting and four (4) non-voting members.

- A. A.S.I. President, who shall serve as chair
- B. A.S.I. Vice President for Administration, who shall serve as vice-chair
- C. A.S.I. Vice President for Academic Governance
- D. A.S.I. Vice President for Finance
- E. A.S.I. Secretary/Treasurer
- F. Three (3) members of the B.O.D. appointed by the A.S.I. President with a simple majority consent of the B.O.D.
- G. A.S.I. Executive Director (non-voting)
- H. A.S.I. Assistant Director (recording secretary) (non-voting)
- I. A.S.I. Director of Programs and Leadership (non-voting)
- J. University President or designee (non-voting)

Section 2 – Quorum

Quorum shall be defined as 4 voting members.

Section 3 – Responsibilities of the Chair

- A. The Chair shall vote only in the event of a tie.
- B. The Chair shall present a quarterly recommendation to the Finance Committee on changes in the level of budgetary support to reflect spending trends within A.S.I..
- C. The Chair shall ensure that a written report of any recommendation or action of the Executive Committee is made at least two (2) days prior to the next meeting of the B.O.D..
- D. If the Chair is unavailable, the Vice Chair shall assume all responsibilities.

Section 4 – Removal of Appointed Members

Any appointed member may be removed from the committee on a recommendation from the Chair to the Board of Directors for more than two (2) consecutive unexcused absences, three (3) unexcused absences, four (4) unexcused tardies, or four (4) unexcused early departures during any one quarter.

Section 5 – Duties of the Committee

It is the responsibility of the Executive Committee to facilitate the orderly and effective use of the B.O.D. meeting time. The following is a partial list of tasks for which the committee is responsible.

1. Screens all potential Board agenda items and prepares the next Board meeting.
2. Proposes motions on specific policy matters for approval or disapproval by the Board of Directors.
3. Acts as the exploratory body on all matters except personnel-related cases.
4. Designs and monitors assignments of the Board of Directors, Ad Hoc Committees, Task Forces, etc.
5. Hears all grievances and complaints by A.S.I. personnel not otherwise provided for under the By-Laws or established procedures.

Section 6 – Executive Order

- A. In the event of the need for A.S.I. to act at a time when it would be impractical to call an emergency meeting of the full Board of Directors, the Executive Committee may act on behalf of the Board as provided in the A.S.I. Bylaws. Such actions shall be in accordance with Title V of the Administrative Code of the State of California, Policy and Directives of the Board of Trustees of the California State University, Policies of the University, the Articles of Incorporation, and the Bylaws.
- B. All policy decisions of the Executive Committee shall be reported to the Board of Directors and may be overturned by a two-thirds (2/3) vote of the Board of Directors.

ARTICLE III

ADMINISTRATIVE POLICY

Section 1 – A.S.I. Administrative Policy

The Executive Committee shall review all recommendations for the modification of the A.S.I. Administrative Manual to the B.O.D. to ensure that no policy is brought to the Board which has not first been reviewed by the Sub-Committee on Bylaws and Codes of Procedure.

ARTICLE IV

MEETINGS

Section 1 – General Meetings

The Executive Committee shall meet on a bi-weekly basis.

Section 2 – Special and Emergency Meetings

The Executive Committee may meet on a special and emergency basis. When a special meeting is necessary, the Chair shall call the meeting through a written notice to all members no less than twenty-four (24) hours prior to the meeting. 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, a legislative body may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement, or both. Emergency situations are defined in the Gloria Romero Open Meeting Act of 2000. An emergency meeting may be called by either the Chair, or through a request to the chair by three (3) voting members of the Committee.

ARTICLE V

AMENDMENTS

Proposed amendments to these codes shall be submitted on a majority vote of the Executive Committee to the A.S.I. Sub-Committee on Bylaws and Codes of Procedure for their review and approval prior to submitting the proposed changes to the B.O.D. for their 2/3 approval.



ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

ADMINISTRATIVE MANUAL

Approved: 12/15/91
Revised: 05/11/92
Approved: 05/15/92
Revised: 10/27/94
Revised: 02/08/99
Revised: 02/05/01
Approved: 05/30/02
Revised: 01/10/04
Revised: 01/08/09

Elections Committee Code of Procedures

Policy 004

Article 1: Authority and Function

Section 1 – Function

It shall be the charge of the Elections Commissioner to expedite all functions with regard to all A.S.I. elections. As a subset of this charge, it is the responsibility of the Elections Commission to act as a policy board for notifications and the governing campaign guidelines for all candidates.

Section 2 – Authority

The ASI General and/or Special elections are a function delegated to the A.S.I. through its Bylaws and Title V. As a result of the nature and importance of the Elections, the Committee may take any action deemed necessary and proper for the conduct of fair election provided they obtain the consent of the University President's designee for said action.

Article II: Membership and Duties

Section 1 – Membership

The Commission shall be composed of the Elections Commissioner and at least four (4) Commission members who are identified as regular members of the Associated Students Inc. (Article 1, Section 3, Clause 1 of the A.S.I. Bylaws).

- A. The Commissioner shall be recommended by the Board of Directors by the A.S.I. President, and shall be approved by a 2/3 majority of the Board of Directors.
- B. Commission members shall be appointed by the Commissioner with the approval of the A.S.I. President.

Section 2 – Election Days

It shall be the duty of the Commission to recommend the dates and times for all A.S.I. Elections to the Board of Directors.

- A. No election shall be held later than the ninth week of the quarter.
- B. No election shall be held prior to the fourth week of the quarter.

Section 3 – General Elections Packet

The Commission shall develop an Elections Packet with a candidate's application for office for distribution at opening of the filing period.

Section 4 – Notice of Vacant Office

The Commission shall publicize notices of filing dates and vacant offices with their descriptions and qualifications, as prescribed by the Elections Code.

Section 5 - Publication of Election Dates

The Commission, in a manner consistent with the A.S.I. Bylaws, shall publish the dates of all elections.

Section 6 – Conflict of Interest

Any member of the Commissions shall make themselves ineligible to serve on the Commission upon submitting an application for or holding any other A.S.I. elective or appointed office. Commission members shall not engage in activities, which may be construed to have the effect of influencing the elections, beyond their privilege to vote.

Article III: Notice and Filing

Section 1 – Filing for General Election

General Elections Packets and Applications should be made available a minimum of three (3) weeks prior the filing date. The filing deadline should be a minimum of three (3) weeks prior to the Candidate Briefing. Date of availability of applications and filing deadline must be during the times classes are in session, not during a quarter break.

Section 2 – Extended Filing

Extended filing for the General Election shall be made available, by the Commission, for offices in which candidates are unopposed or for which no one has filed. Applications shall only be accepted during regular Center for Student Involvement business hours.

Section 3 – Application

All applications for office shall be handled by the Center for Student Involvement.

- A. The Center shall maintain the confidentiality of all applications.
- B. The Center shall issue a receipt delineating the date and time the application is filed.
- C. The Center shall coordinate with the University for the purposes of determining eligibility.

Clause 1 – Platforms

Platforms are due with the application. Any additional drafts or edits shall be submitted prior to the Candidate Briefing. Platform lengths are limited as follows:

1. President – 350 words.
2. Vice President – 250 words.
3. All other candidates – 150 words.

Section 4 – Multiple Filing

No person shall file for more than one elected office for one election. Declaration of candidacy for any one office shall be deemed as notification the candidate will not accept the candidacy, write-in or otherwise, for any other office in the election.

Section 5 – Candidate Briefing

A mandatory candidate briefing shall be held no later than Friday of the fifth week of the quarter in which the election shall be held, which all candidates shall attend. Failure to attend shall be sufficient cause for disqualification.

Clause 1 – Excuses

Excuses shall be submitted in writing to the Elections Commissioner at least twenty four (24) hours prior to the meeting. The Commissioner will determine validity and reply in writing prior to the meeting.

Clause 2 – Proxies

Proxies will not be accepted.

Section 6 – Candidate Debates

It is mandatory for all candidates to attend at least 1 of 2 debates planned by the Elections Commissioner. Failure to attend shall be sufficient cause for disqualification.

Section 7 – Qualifications for Elective Office

Membership and qualifications of applicants to the Board of Directors in a General Election shall be as established in the A.S.I. Bylaws. After verification of qualifications, names of qualified candidates shall be given to the Commissioner. Candidates that are deemed ineligible shall be given five (5) days to remedy eligibility with the Vice President for Student Affairs Office and provide verification of qualifications.

Article IV: Campaigning

Section 1 – Definition of Campaigning

Campaigning is defined as:

1. The distribution, mailing, or position of literature or materials designed to directly influence the electorate choice.
2. The advertisements, in any media, designed to directly influence the electorate choice.
3. Includes public speaking or a written publication to directly influence the electorate choice.

Section 2 – Improper Use of A.S.I. Property

The utilization of Associated Students, Inc., property/material by any candidate or their campaign workers is strictly prohibited. Under no circumstances while on A.S.I. time, will members of the A.S.I. staff engage in activities, which may be construed to have the effect of influencing the election.

Section 3 – Staff Participation in ASI Elections

Any A.S.I. staff wishing to support a particular candidate may do so on their own time and away from A.S.I. property and premises.

Section 4 – Campaign Literature

All campaign literature, including but not limited to the distribution, mailing, internet broadcasting, websites, and networking sites (i.e. Facebook, MySpace, etc.), and posting of literature or other materials shall be presented to and approved by the Elections Commissioner, and shall receive the Elections Commission approval and/or stamp, before it can be used for campaigning by a candidate. The use of campaign literature or materials not registered or approved is prohibited during campaign periods. Candidates may submit materials at the candidate briefing for approval for the first day of campaigning.

Clause 1 – Copies

All candidates will be provided one paper banner six feet by three feet and 500 black and white copies.

Clause 2- Submission of Materials

All copies of any campaign literature shall be submitted for approval. Receipts must also be submitted at the time of approval. If the material is approved, one shall remain with the Elections Commission for its records and the rest shall be returned to the candidate.

Clause 3 – Approval Timeline

Campaign literature and materials not submitted during the Candidates Briefing may be submitted to the commission during A.S.I. business hours with a 24-hour turnaround time with approval or disapproval.

Clause 4 – Disclosure

All posters and campaign literature shall have the following information:

1. Name of candidate.
2. Office for which the candidate is applying.
3. Cal State L.A., CSULA, or California State University, Los Angeles.
4. A.S.I. General Election.
5. Dates of the Election.
6. How and where to vote.
7. The Elections Commission approval stamp.

Section 5 – University Property

Rules for using, posting and distributing on campus shall be as follows:

1. No University-owned property shall be used in any manner, for any campaign purpose.
2. Posting on trees, building walls, pillars or doors is prohibited.
3. Posting on any cement walls or other textiles (post, pillars, waste receptacles) on or around campus is prohibited.
4. Notifications may not be placed on vehicles or left unattended anywhere.
5. Notifications may not be placed on the grassy/dirt areas, in planters nor posted in restrooms.
6. No posting inside the University-Student Union, except in designated areas with the approval from both, the Associated Students, Inc., and the University-Student Union.
7. No notification may partially or completely cover another notification.
8. The placement of table tents shall have prior approval from the jurisdiction in authority.

Section 6 – Posting

Any campaign literature posted up shall be supported in all corners by staples, tacks or string only. Under no circumstances shall tape be used.

Section 7 – Pre-Campaigning

Campaigning may begin at 8:00 am, on the first business day following the Candidate's Briefing. Absolutely no campaigning shall be done in any media before this time.

Section 8 – Banners

The Center for Student Involvement, in cooperation with Associated Students, Inc. and Publications/Public Affairs, coordinates and monitors banners hung on the metal fence along the Union walkway, commonly referred to as the “banner wall.”

1. Banner Parameters and Restrictions:

- A. Use of Banner posting is for University departments and student organizations for the promotion of campus events and services. No space will be provided for off-campus entities.
- B. Banners of a personal nature will not be displayed.
- C. The Center for Student Involvement will hang banners each Monday and remove banners each Friday. Banners will be displayed for no longer than a two-week period, as space permits. Only one banner per event/service is allowed at any given time.
- D. Banners shall be 6 feet long and 3 feet high. Vinyl banners with grommets for hanging are preferred. Paper banners are permitted, but will be removed at the discretion of the Center for Student Involvement if they become damaged.
- E. Banners making references to drugs/alcohol/tobacco will not be displayed.
- F. Banners to be displayed must be submitted with a “Banner Posting Request” to the Center for Student Involvement, U-SU Room 204.

2. Procedures for submitting banners to be displayed:

- A. Banner space may be reserved one quarter prior to the week of posting. Reservations, available on a first come, first serve basis, are made in the Center for Student Involvement. Twelve banner spaces are available per week.
- B. Banners for display must be submitted with a “Banner Posting Request” by 6 pm on Wednesday prior to the week of posting. Forms are available at the Center for Student Involvement U-SU Rom 204.
- C. Banners not posted by the Center for Student Development and Programs will be immediately removed.

Section 9 – Banners in the University-Student Union

All banners posted at the Union shall be done using the proper channels for such posting as determined by the University-Student Union Administrative Office, U-SU Room 303.

Section 10 – Campaign Advocate Limitations

Only continuing or currently enrolled students at Cal State L.A. and the candidate's immediate family may engage in campaigning.

Clause 1 – Applicability of Rules

Campaign workers shall be subjected to all rules and regulations of the candidates.

Clause 2 – Applicability to Student Organizations

Any individual(s) or organization(s) campaigning for a particular candidate is subject to rules and regulations of this code.

Clause 3 – Responsibility for Actions.

Candidates are responsible for any individual(s) or organization(s) campaigning actions on the candidate's behalf.

Section 11 – Nature of Campaigning

No campaigning shall be done that is derogatory in nature or not substantiated by fact.

Section 12 – Campaign-Free Zones

There shall be no campaigning inside the line surrounding the voting area. The Commission shall determine this line. In addition, there is no campaigning in the A.S.I. office and CSI.

Additionally, all computer labs on campus shall be campaign-free zones if elections are held on-line.

Section 13 – Approval of Candidate for Sponsorship

No individual(s) or organization(s) shall sponsor a candidate without written permission from the candidate and it is the candidate's responsibility to submit supporting documentation. A copy of this permission shall be filed with the Commission on a form provided for this purpose by the Commission. This filing shall occur before any type of campaign sponsoring can happen. All sponsoring literature and materials shall be approved by the Elections Commission and shall be submitted in accordance with this code for approval.

Section 14 – Role of the JRC

In the face of charges or complaints, the Judicial Review Committee has the power to issue warnings, levy fines, suspend campaigns, disqualify candidates, or declare an election invalid.

Section 15 – Interpretation of these Codes

Questions regarding rules and regulations shall be brought to the Commission. Further interpretations may be obtained from the Judicial Review Committee.

Section 16 – JRC as Arbiter of Complaints

Campaign complaints and alleged violations shall be judged by the Judicial Review Committee. The procedure in which complaints are to be handled shall be determined by the Judicial Review Committee. This procedure shall be explained to the candidates at the Candidate Briefing.

Section 17 – Reporting of JRC Actions

Any actions taken by the Judicial Review Committee shall be reported to the Board of Directors.

Article V: Write-In Candidates

Section 1 – Definition

There shall be no write-in candidates. A “write-in candidate” is defined as any person who failed to apply either during the regular filing or extended filing period and still wishes to run for an elective office.

Article VI: Slates

Section 1 – Definition

A slate is defined as:

1. List of candidates for public office or for positions on Board of Directors (Blacks Dictionary of Law).
2. To propose or nominate a candidate for political office; to form a slate of candidates (The Oxford English Dictionary).
3. A list of candidates, prepared for nomination or for election of candidates, officers for the like, devised beforehand (Webster's Unabridged Dictionary).

Section 2 – Regarding Slates

If a slate is formed, the following information shall be published on all publicity of the slate:

1. The candidate's name and the College he/she represents, if any.
2. Specification as to which student can vote for said candidate (only the students belonging to the same College as that of the candidate for College representative, unless he/she is running for another position).
3. The name of any endorsing club(s)/organization(s).

Section 3 - Establishment of Slates

If a slate is formed, an intent to establish a late form shall be registered with the Elections Commission.

Article VII: Ballots and Balloting

Section 1 – Balloting Name

The names to be used on the ballot shall be the Candidate's name as it appears on the Candidate Filing Application.

Section 2 – Inalterability of the Ballot

No candidate's name once printed on the Ballot shall be in any way altered or deleted from the Ballot, unless the candidate files a written request with the Commissioner. Such a request shall be delivered no later than 4 pm, on the day of the Candidate Briefing.

Section 3 – Order on the Ballot

The order that candidates' names appear on the Ballot shall be determined by the Commission at the Candidate Briefing by a lot as follows:

Clause 1 – Use of a playing cards as random lot.

Use a 52-card deck (no jokers), highest card wins any suit and the ace shall be considered the highest card in any suit.

Card suit will be used to resolve ties as follows:

1. SPADES WIN ALL.
2. Clubs win all but Spades.
3. Diamonds win all but Spades and Clubs.
4. Hearts lose all.

Section 4 – Publication of a Sample Ballot

The Commission shall cause to appear on the A.S.I. Website and in a campus newspaper a sample ballot, with instructions as to the correct marking procedures.

Section 5 – Issuance of a Ballot

The following procedure shall precede the issuance of all paper ballots.

1. Student shall register with name, student identification number and their signed signature.
2. A valid Cal State L.A. student photo identification with enrollment verification or other valid photo identification shall be required before a student may vote.

The following procedure shall be used for electronic ballots:

1. Student shall register with Student I.D. number, CIN pin number, or another campus identification number as deemed appropriate. In addition, student's college of degree program will be determined.

Section 6 – Secret Ballots

All balloting shall be secret. Paper ballots shall be validated (stamped) by polling personnel or the Commission to be made valid.

Section 7 – Security of Ballot Boxes

Ballot boxes shall be sealed when voting has ended at any/all stations or when a ballot box has been filled.

Section 8 – Transportation of Ballot Boxes

The Commission or designees shall take the ballot box(es) to the appropriate authorities designated by the Commission with the aid of Campus Police.

Article VIII: Poll workers

Section 1 – Selection of Poll workers

The Elections Commission shall be responsible for selection of poll worker personnel. If the General Election is held online we will not need poll workers.

Section 2 – Poll workers may be Cal State L.A. students

Poll workers may come from Associated Student Body at large. The Commission will cause notice to appear in the campus newspaper calling for applications for Poll worker positions. This notice will appear no later than one week prior to elections.

Section 3 – Conflict of Interest

Poll workers shall be required to sign an "Affidavit of Neutrality." Polling personnel shall not engage in activities, which may be construed to have the effect of influencing the elections, beyond their privilege to vote.

Section 4 – Supervision

Poll workers shall be under the direct supervision of the Elections Commissioner. The Election's Commissioner shall be responsible for recording time and setting work schedules. This documentation is to be submitted to the ASI Executive Director's office at the completion of the election.

Section 5- Payment of Poll Workers

The Executive Director's office shall process and insure proper payment of Poll Workers.

Section 6- Prevailing Wage

Individual poll workers shall be paid at least the prevailing federal minimum wage. Clubs and organizations shall receive a lump sum commensurate with the number of people provided and hours completed.

Section 7 – Training

It shall be mandatory for all poll workers to attend a training session prior to performing their election duties. Furthermore, individuals who have not received full training shall not be permitted to become a poll worker.

A poll worker may be excused at the discretion of the Elections Commissioner with at least twenty four (24) hours notice of the training session in question. If a poll worker is excused, it is their responsibility to reschedule a training session with the Elections Commissioner.

Article IX: Election Results

Section 1 – BOD Meeting

A meeting of the Board of Directors for which Elections is an action item, shall be called for the disclosure of election results. A regular meeting of the B.O.D. shall suffice to meet this requirement so long as Elections is on the agenda as an action item.

Section 2- Disclosure

Office results shall not be disclosed/announced prior to a meeting scheduled for that purpose.

Section 3 – Findings

The results of the Judicial Review Committee and Election Commission findings concerning the elections shall be included in the Board of Directors meeting minutes.

Section 4 – Resolution of Grievances

All complaints regarding alleged campaign violations and balloting discrepancies shall be heard and resolved by the Judicial Review Committee prior to the announcement of office results of the balloting. Any grievances filed as a result of the public disclosure of official results shall be done within twenty four (24) hours after disclosure of results.

Section 5 – Threshold for Election

In all elections, a plurality of votes shall elect to office.

Section 6 – Ties for Office

In the event of a tie, the Elections Commission may either choose to host a special election for these offices at the nearest practical date as determined by the Commission or vacate the position for appointment by the incoming Board. All recommendations must be approved by the Board of Directors.

Section 7 – Counting Ballots

The ballots shall be tabulated in the presence of only the Elections Commission and the Judicial Review Committee members, and those authorized by the Commission. The counting of paper ballots shall conform to the following basic standards:

1. No ballots shall be tabulated prior to the closing of the polls on the final day of voting.
2. Ballots that cannot be counted due to severe mutilations, or are unrecognizable shall be voided.
3. Valid (stamped) ballots that are unmarked shall be voided.

Electronic ballots shall be computed and the printed, as appropriate.

Section 8 – Holding Ballots

Paper ballots shall be kept for at least one (1) year from the date of the election and may be inspected by any regular member of the A.S.I. under the supervision of the Commission. The person or persons requesting inspection shall show just cause and shall have Board of Directors approval for inspection. The request shall be acted upon within two (2) weeks after approval.

Article X: Recount

Section 1 – Deadline for Recount

Within ten (10) calendar days of public disclosure of the official results, the petitioner shall show just cause for a recount to both the Board of Directors and the Judicial Review Committee. The request and just cause must be submitted in writing to the Chair of the Board of Directors and the Judicial Review Committee.

Section 2 – Recommendation as a Result of Recount

Should a recount show that a candidate different from the declared winner should have won; the person shall replace the wrongfully appointed candidate. Should a recount show that a candidate different from the declared winner should have won, Associated Students, Inc. shall pay the costs associated with the recount. Should a recount show that the candidate that was the declared winner should have one, the petitioner shall pay the costs associated with the recount

Article XI: Expenses

Section 1 – Itemized Report

An itemized report of all campaign expenditures shall be submitted to the commission by noon of the day preceding the results being ratified at the next B.O.D. Meeting. The itemized report shall list all expenses and include receipts for all campaign materials. Failure to submit itemized report can lead to disqualification and our impact a candidate's option of holding an A.S.I. elected/appointed position in the future.

General Information:

- 1) Expense cap shall include all expenditures made by the candidate and the individual(s) or organization(s) supporting the Candidate;
- 2) Materials donated to the Candidate, shall be given a value by the Election Commission, consistent with the current market rates.
- 3) Expenses shall be defined as the candidate's moneys incurred in running for office, donations of materials and expenditures of funds by individual(s), organization(s) making public their support for a candidate;
- 4) Any materials or services must be documented with an original receipt attached to the candidate's Campaigning Expense Report.
- 5) The Candidates' Campaigning Expense Report shall include the following:
 - a) List of each expense incurred by the candidate for the purchase of materials.
 - b) List of each expense incurred by the candidate for purchase of services.
 - c) List of each expense incurred by all individuals or organization (supporting the candidate) for purchase of materials.
 - d) List of each expense incurred by individuals or organization (supporting the candidate) for purchase of services.
- 6) Total of A, B, C, and D, shall not exceed \$500 for Executive Offices and \$300 for all other candidates.
- 7) Statements by the candidate to the effect that his/her Campaign Expense Report is a "true" statement of expenses incurred in running for an A.S.I. Office.
- 8) Signature of a witness supporting good character of candidate signed in the presence of an Elections Commission member. Signature of Elections Commission member must also be in the Campaign Expense Report.
- 9) All expense reports shall be reviewed by the Judicial Review Committee for authenticity and a summary of expenses for all candidates will be filed with the A.S.I. Administrative Office Room 203 within three (3) business days after the itemized report deadline.

Section 2 – Public Document

The itemized report shall be available to the public in the A.S.I. Administrative Office Room 203.

Section 3 – Expenditure Maximum

The expenditures of a candidate shall not exceed \$500.00 for any executive office and \$300.00 for other positions.

Article XII: Amendments

Proposed amendments to these codes shall be submitted on an absolute majority of the Elections Committee to the A.S.I. Committee on Bylaws and Codes of Procedure for their review and approval prior to submitting the proposed changes to the B.O.D. for their 2/3 approval.

PLATFORM

ASI publishes an Election Guide in the University Times during election periods. Candidates who wish ASI to publish their campaign statements (platforms) may do so by submitting their platforms with the Elections Application. Platforms will also be included on the ASI Elections website, when applicable.

Platforms must:

- 1) Be submitted in digital format, preferably on CD in Microsoft Word format (Windows PC)
- 2) Have an accompanying hard copy (print out) of the text for submission
- 3) Conform to the word maximum restrictions
President Candidates: 350 word maximum
Vice-President Candidates: 250 word maximum
All other Candidates: 150 word maximum

All platform information will be edited for libel, length, and suitable/proper language. Information concerning positions held, award, GPA's, etc. are subjected to verification. Platforms exceeding the maximum word length will be cut back from conclusion to the maximum, in order to conform to limits delineated above.

Suggested Platform Content

The following information is designed for use as a general guideline in writing platforms. Candidates may include whatever information desired. However, the following are suggested:

1. Name, class level, and major.
2. Previous experience in any type of governmental structure. Specify times, positions held, functions carried out, etc.
3. Major accomplishments – both personal and professional.
4. Specific experience that enhances or facilitates the candidate's capacity for meeting the special needs of the office he/she is running for.
5. Community involvement.
6. Specific campus and statewide issues that student government (Cal State L.A. student government in particular) should address.

Photos

Photos will be taken at the beginning of the Candidate's Briefing on Friday, April 20, 2007, in the ASI Board Room, King Hall D136. If you wish to bring your own photo, you may do so. However, please be advised that only head shot photos will be accepted.

Balloting

The Balloting procedure will follow the format delineated in Article IX of the ASI Election Code.

Recount Procedure

The recount procedure will follow the format delineated in Article X of the ASI Election Code.

Polling Times and Locations

For paper balloting, three locations will be open on campus from 8:00 am until 8:00 pm each day of regular balloting for the General Elections. These locations are, upon availability:

1. University-Student Union
2. Salazar Hall
3. King Hall Walkway

For electronic balloting, the ability to vote must accessible for a minimum three (3) days and a maximum for fourteen (14) days.

CAMPAIGNING

This section contains information regarding publicity and advertising services made available to all candidates by the Associated Students, Inc. These services are not required in a candidates' expense report.

The Election Supplement is a special publication distributed campus wide the week before the General Election; all candidates may have their photo and campaign platform included in this special publication by following these guidelines:

Campaigning Period

The campaigning period will begin at 8:00 am on Friday, May 1, 2009. NO CAMPAIGNING WHATSOEVER MAY BE DONE PRIOR TO THIS DATE AND TIME. Campaigning shall be defined as the distribution, mailing, or posting of literature (or like material), or any

advertising including public speaking that is designed to directly influence the electorate's choice. Campaign notifications may be approved by the Elections Commission prior to this time but may not be posted or distributed. ASI Notifications Guidelines and the ASI Elections Code Posting Guidelines will govern all campaign notifications. ASI Elections Stamp must be placed on all campaign literature prior to mass distribution.

Notification Guidelines

Candidates wishing to run advertisements in the University Times may do so at their own expense. All advertising expenses incurred by the candidate in placing ads in the UT must be included in the Candidate's Expense Report. **NO EXCEPTIONS!**

Posters

- 1) The candidates may post posters on the campus kiosks. (with prior approval and stamp provided by the ASI Student Service Center)
 - a) Posters must be no larger than 11" x 17".
 - b) All posters are to be taken to the ASI Office for notification approval by the Elections Commission.
 - c) Posting is limited to one poster per kiosk.
 - d) Only the Elections Commission can remove posters from the kiosks.
 - e) Posters must be supported in all corner with staples, string, or tacks. Tape or glue may not be used for posting.
 - f) Posters must not partially nor cover completely other campus notifications, department notifications, or other candidates' flyers.
- 2) Candidates may use "sandwich-boards" or "Burma-Shaves" for posting notifications.
 - a) All posters utilized in this form must receive notifications' approval by the Elections Commission.
 - b) Posters utilized in this form may be larger than the 11" x 17" format listed above, but must be approved by the Elections Commission. The Commission will affix a "Special Notifications" stamp. Maximum size for sandwich-boards/Burma shave posters is 18" x 24".
- 3) All posters must include the following information:
 - a) Name of Candidate
 - b) Office
 - c) Cal State LA, CSULA, or California State University, Los Angeles
 - d) ASI General Election Dates
 - e) Location of voting booths.
 - f) The Elections Commission Approval Stamp.
- 4) Dittos and Mimeographs (flyers, handouts)
 - a) Dittos and mimeographs must have all the information required of posters and must be no larger than 8.5" x 11".
 - b) A copy of the ditto or mimeograph must be attached to the approval form obtained from the Elections Commission.
 - c) If an opinion is stated, it must contain the notification disclaimer statement: "The following personal opinion is not the opinion of California State University, Los Angeles, nor Cal State L.A. Associated Students, Inc."
- 5) Violations. Detailed instructions regarding campaigning rules will be distributed during the Candidates' **Briefing on April 29 & 30, 2009.**

Slates

Matters relating to slates will be dealt with according to Article VII, all sections of the ASI Elections Code.

Expense Report

General Information:

- 1) The campaigning expenditures of a candidate shall not exceed \$500 for any Executive Office, and \$300 for all other positions;
- 2) Expense cap shall include all expenditures made by the candidate and the individual(s) or organization(s) supporting the Candidate;
- 3) Materials donated to the Candidate, shall be given a value by the Election Commission, consistent with the current market rates.
- 4) Expenses shall be defined as the candidate's moneys incurred in running for office, donations of materials and expenditures of funds by individual(s), organization(s) making public their support for a candidate;
- 5) Any materials or services must be documented with an original receipt attached to the candidate's Campaigning Expense Report.
- 6) An itemized report of all campaign expenses shall be submitted to the Elections Commission 48 hours after the closing of the ASI General Election.
- 7) The Candidates' Campaigning Expense Report shall include the following:
 - a) List of each expense incurred by the candidate for the purchase of materials.
 - b) List of each expense incurred by the candidate for purchase of services.

- c) List of each expense incurred by all individuals or organization (supporting the candidate) for purchase of materials.
- d) List of each expense incurred by individuals or organization (supporting the candidate) for purchase of services.
- 8) Total of A, B, C, and D, shall not exceed \$500 for Executive Offices and \$300 for all other candidates.
- 9) Statements by the candidate to the effect that his/her Campaign Expense Report is a "true" statement of expenses incurred in running for an ASI Office.
- 10) Signature of a witness supporting good character of candidate signed in the presence of an Elections Commission member. Signature of Elections Commission member must also be in the Campaign Expense Report.
- 11) All expense reports shall be reviewed by the Judicial Review Committee for authenticity.

COMPLAINTS AND GRIEVANCES

The ASI Judicial Review Committee will make a decision granting or denying hearings related to Elections, within one business day after receiving the Hearing Request Form. If a hearing is granted, it will be scheduled on the next available hearing date. The procedure for filing a complaint will be explained at the Candidate's Briefing.



ADMINISTRATIVE MANUAL

Grant-In-Aid (GIA)

Policy 005

SUBJECT: *Grant-In-Aid (GIA)*

1.0 PURPOSE:

To establish procedures for processing Grant-In-Aid paperwork, and for payment of Grant-In-Aid stipends to student directors.

2.0 REFERENCES:

A.S.I. Codes of Procedures
A.S.I. Request for Payments or Purchase (RPP) Procedure
A.S.I. Operational Manual
California Administrative Code
Education Code
Corporations Code of the State of California
Board of Trustees of the California State University (applicable policies)

3.0 POLICY:

The Associated Students, Inc. will provide Grand-In-Aid payments to eligible student directors on the basis of position and service. GIA payments are made in the form of stipend checks, are non-taxable, and count against financial aid.

3.1 Eligibility. The Office of the University Registrar determines eligibility for all student directors. ASI does not provide for payment of GIA's to ineligible student directors, regardless of reason or cause. All work performed prior to becoming ineligible are considered voluntary, and services rendered are not eligible for payment at a later time.

3.1.1 Undergraduate student directors must

3.1.1.1 Have been enrolled at CSULA for two quarters prior to application

3.1.1.2 Have earned at least 9 quarter units of academic credit during that year

3.1.1.3 Have a 2.0 cumulative GPA during the 12 months immediately preceding the quarter of application

3.1.1.4 Be enrolled in 9 quarter units of academic credit, and:

3.1.1.4.1 Maintain a minimum load of 9 units per quarter; with the exception of one quarter off taking classes during the year in service

3.1.1.4.2 Maintain a 2.0 GPA each quarter while in office

3.1.1.5 Have not earned more than 225 quarter units

3.1.2 Graduate student directors must

3.1.2.1 (Assure that if BA/BS was received from CSULA within the past 3 years), have earned a total of 18 units during the last year as an undergraduate

3.1.2.2 As a new graduate, have earned 8 units per period of continuous attendance

3.1.2.3 Be enrolled in 4 quarter units, and:

3.1.2.3.1 Maintain a minimum load of 4 units per quarter, with the exception of one quarter off from taking classes during the year in service

- 3.1.2.3.2 Maintain a 2.0 GPA each quarter while in office.
- 3.1.2.4 Have earned no more than 75 quarter units
- 3.1.2.5 Note: If a new graduate student is planning to maintain office after one year, they must take 8 units per period of continuous attendance (meaning that while in office the prior year, a new graduate student must be taking 8 units instead of 4 units).
- 3.2 GIA amounts. GIA amounts are strictly governed by approved budgets, and are established according to the most current GIA Rate Table (see attached). The Secretary/Treasurer (as authorized under the A.S.I. Codes of Procedures) determines allocations in conjunction with the appropriate recommendations by Officers responsible for direct oversight of student directors. The Secretary/Treasurer also determines the GIA distribution schedule for the year with the ASI President and distributes it to the ASI membership.
 - 3.2.1 The Secretary/Treasurer determines allocations for Vice President for Finance, Vice Chair for the Finance Committee, and the Board of Directors (excluding the Secretary/Treasurer and Parliamentarian).
 - 3.2.2 The President determines allocations for the Secretary/Treasurer, Parliamentarian, and Chief Justice of the J.R.C.
 - 3.2.3 The Vice President for Administration determines allocations for the Cabinet of Commissioners.
 - 3.2.4 The Vice President for Academic Governance determines allocations for the Academic Senators.
 - 3.2.5 The Chief Justice of the J.R.C. determines allocations for the Associate Justice of the J.R.C.
 - 3.2.6 Bi-weekly Submission & Processing:
 - 3.2.6.1 It is the responsibility of the Direct Report to submit approved bi-weeklies and approved amounts to the Secretary/Treasurer within 48 hours of bi-weekly submission or receives a 20% reduction in the Direct Report GIA. If the Secretary/Treasurer does not submit the total approved amounts to the A.S.I. President by the following Monday they will receive a 20% reduction in their GIA.
 - 3.2.6.2 If a director does not submit a bi-weekly by the deadline the payment will be reduced and payment will be delayed to the next disbursement pay period.
- 3.3 Disbursement pay periods. GIA stipends are disbursed on a bi-quarterly basis to eligible student directors. The GIA distribution is based an annual schedule created by the ASI Secretary/Treasurer and A.S.I. President.
 - 3.3.1 Stipend checks are available for pick-up by the end of the 5th and 10th weeks that school is in session at the CSULA Disbursement Office.
 - 3.3.1.1 Disbursement 1 covers the period from the first day of the 1st week, to the last day of the 5th week in office.
 - 3.3.1.2 Disbursement 2 covers the period from the first day of the 6th week, to the last day of the 10th week in office.
- 3.4 Proration. All student directors are pro-rated according to the date they were officiated into office.
 - 3.4.1 Student directors who were voted into office through an ASI General Election are considered officiated from the beginning of the year. These student directors are prorated for the entire time they are in office.
 - 3.4.2 Student directors who were appointed into office through an ASI Board of Directors meeting are considered officiated on the date of the Board of Director's meeting when their application was approved. These student directors are prorated beginning on the application approval date.
 - 3.4.2.1 Student directors who were appointed after the 5th week of the quarter has passed are not eligible to receive Disbursement 1.

3.4.2.2 Student directors who were appointed after the 8th week of the quarter has passed are not eligible to receive Disbursement 2.

4.0 DEFINITION:

Academic Credit. Remedial courses do not count as academic credit

Grade Point Average (GPA). Calculated by the University Registrar's Office as the overall 12 month period prior to application.

Officiate. The solemnization of a student director into office and/or the assumption of responsibilities in a designated student government position by a student.

Disbursement Period. The business days that count toward calculation of GIA payment. Disbursement 1 covers the period from the first day of the 1st week, to the last day of the 5th week that a student director is in office. Disbursement 2 covers the period from the first day of the 6th week, to the last day of the 10th week that a student director is in office.

Elected Director. A student director who campaigned and/or was voted into office through the last A.S.I. General Election. Positions include the following:

1. President
2. Vice President for Administration
3. Vice President for Academic Governance
4. Vice President for Finance
5. Secretary/Treasurer. Although a student may not directly be voted into this office, the Secretary/Treasurer is considered an elected position because students are appointed directly from the pool of Representatives-At-Large who run during the General Election.
6. Representatives-At-Large
7. Charter College of Education Representatives
8. College of Arts & Letters Representatives
9. College of Business & Economics Representatives
10. College of Engineering & Technology Representatives
11. College of Health & Human Services Representatives
12. College of Natural & Social Sciences Representatives
13. Graduate Academic Senators
14. Undergraduate Academic Senators

Appointed Director. A student director who was approved during a Board of Director's meeting. Positions include the following:

Note: Elected positions that were vacated and filled by appointment are designated by a star (*)

1. Representatives-At-Large*
2. Charter College of Education Representatives*
3. College of Arts and Letters Representatives*
4. College of Business & Economics Representatives*
5. College of Engineering & Technology Representatives*
6. College of Health & Human Services Representatives*
7. College of Natural and Social Sciences Representatives*
8. Graduate Academic Senators*
9. Undergraduate Academic Senators*
10. Recording Secretary
11. Parliamentarian
12. Vice Chair of the Finance Committee
13. Environmental Affairs Commissioner
14. Housing Commissioner
15. Advocacy & Outreach Commissioner

16. Spirit Commissioner
17. Public Relations & Elections Commissioner
18. Chief Justice of the J.R.C.
19. J.R.C. Associate Justices

5.0 PROCEDURE:

- 5.1 The ASI Administrative Office is responsible for requesting quarterly eligibility checks for each student director. Eligibility checks occur by the 4th week of each quarter and/or upon appointment of a student director into office.
- 5.2 The Secretary/Treasurer is responsible for generating all GIA paperwork related to processing stipend payments.
 - 5.2.1 A separate *Request for Payment or Purchase (R.P.P.)* and *Coordination of Aid* form must be prepared for each student director receiving a GIA. Approval of the following key personnel is necessary on these forms:
 - 5.2.1.1 The ASI President or Vice President for Administration
 - 5.2.1.2 The Executive Director
 - 5.2.1.3 The University President's Designee
 - 5.2.1.4 The Vice President for Student Affairs or Designee
 - 5.2.2 Paperwork must be turned into the A.S.I. Administrative Office by the Monday of the 4th week (for Disbursement 1), and Monday of the 9th week for Disbursement 2) of each quarter.
- 5.3 After all signatures have been obtained, copies of the ROPP and all supporting documentation must be made, and placed on file in the A.S.I. Administrative Office.
- 5.4 The original *Coordination of Aid* form must be submitted to the Scholarship Office.
- 5.5 The original RPP and all supporting documentation must be submitted to the contracted Accountant at CSULA Financial Services. Thereafter, the CSULA Business Financial Services Accountant will furnish a check after:
 - 5.5.1 Eligibility has been verified,
 - 5.5.2 Availability of funds have been verified,
 - 5.5.3 Signatures have been verified, and
 - 5.5.4 Expenses have been deemed to be properly classified



**ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY,
LOS ANGELES**

ADMINISTRATIVE MANUAL

CONFLICT OF INTEREST

POLICY 006

Conflict of Interest Policy

I. Introduction

The Goal of the Associated Students, Inc. ("ASI") is to promote the establishment of, and provide the means for, effective avenues of student input into the governance of the campus: provide an official voice through which student opinion may be expressed; provide an opportunity where student may gain experience and training in responsible political participation and community leadership. The ASI also assists in the protection of the rights and interests of individual students and stimulates the educational, social, physical, and cultural well being of the University Community.

This shared responsibility brings with it possibilities for conflicts of interest and conflicts of commitment (referred to jointly as "conflicts"). Conflicts may arise from the different but related positions that individual Board members may hold on the University campus and in other organizations or entities.

An ASI Board member may find himself or herself in a position where the Board member may be called on to vote on matters that affect an organization or entity that he or she represents in another capacity. This concern reaches not only voting on such matters, but taking part in discussions, or being present during deliberations or other actions that may benefit the other organization entity or that may harm ASI.

In addition, an ASI Board member may find that he or she has access to information held by ASI that could be used to negatively affect the future operations, goals or status of ASI, or to benefit another organization or entity. Conversely, an ASI Board member may find that he or she has access to information held by another organization that could be used to negatively affect the future operations, goals, or status of ASI.

To address the concerns surrounding possible conflicts, and to prevent conflicts from hindering the participation of Board members in the governance process, ASI has looked to the California Education Code and the California Corporations Code for guidance. The result is a policy that seeks to deface conflicts, so that Board members can access their activities within ASI and with other organizations and entities.

It is not the intent of this policy to regulate or eliminate all conflicts, but rather to enable Board members to recognize situations that may be subject to question and ensure that such situations are properly disclosed and, if necessary, reviewed and resolved. Thus, an integral part of the policy is a disclosure mechanism whereby Board members regularly review their roles on other boards and their activities, with their responsibilities to ASI clearly in mind.

II. Types of Conflict

A. Conflicts of Commitment

With the acceptance of an appointment to the Board of Directors of ASI, an individual makes a commitment to ASI that is understood to be a commitment in the most inclusive sense. Board members are expected to act with professional loyalty within their roles as directors of ASI. Accordingly, they should arrange outside activities, loyalties and financial interests so as not to interfere with this responsibility.

General Duty of Care

Directors of Public Benefit Corporations, such as ASI, are held to a general duty of care. This standard requires that a director follow the prudent person rule. The director must act in good faith, in the best interests of the corporation, after reasonable inquiry, with the care of an ordinarily prudent person under similar circumstances (See Cal. Corp. Code § 5231 (a).)

Directors should use this standard to gauge their involvement in other organizations or entities. Most important is the legal requirement to act in the best interests of ASI.

Outside Directorships and Activities

ASI recognizes that its members may participate as officers and board members of other campus and outside organizations and entities. To the extent that these activities serve ASI's interests, as well as those of the participant, ASI encourages such involvement.

Participation in Decisions Affecting Other Interests

Each Board member must be aware that situations may arise where he or she may be asked by ASI to participate in a decision that may affect an organization or entity which that Board member represents in another capacity. Likewise, the Board member may be asked by another organization, voting, or the mere presence during deliberations, discussions, or voting on such matters. In such cases, the Board member must act in a manner consistent with his or her professional loyalty and fiduciary obligation to ASI. If uncertain a conflict exists, the Board member should recuse himself or herself from discussions, deliberations and voting on the matter or follow the disclosure procedures outlined in Section III.

Additionally, a Board member has a duty to present to the Board information the Board member may obtain that potentially hurts ASI including, but not limited to, its current and future operations, goals, or status, even if it involves another member of the Board.

All Board members shall maintain the confidentiality of any and all sensitive or confidential matters discussed by the Board or its subcommittees, as well as issues that are discussed in closed session of the Board.

B. Conflicts of Interest

Financial Interest

A Board member is considered to have a conflict of interest when he or she, any family member, or any associated entity possesses a financial interest in an activity that involve his or her responsibilities as a Board member of ASI.

No member of the Board shall be financially interested in any contract or other transaction entered into by the Board of which he or she is a member, and any contract or transaction entered into in violation of this section is void. (See Cal. Educ. Code § 899066)

No contract or other transaction entered into **shall be** void nor shall any member of the Board be disqualified or deemed guilty of misconduct if:

- A. The fact of such financial interest is disclosed or known to the governing Board and noted in the Minutes, and the governing Board thereafter authorizes, approves, or ratifies the contract or transaction in good faith by a vote sufficient for the purpose without counting the vote or votes of such financially interested member or members, and
- B. The contract or transaction is just and reasonable as to ASI at the time it is authorized or approved. (See Cal. Educ. Code § 89907 (a)(b).)

These exceptions, however, will not apply if one of the following circumstances exist:

- A. The contract or transaction is between ASI and a member of the governing Board of ASI
- B. The contract or transaction is between ASI and a partnership or unincorporated association of which any member of the Board of ASI is a partner or in which he or she is the owner or holder, directly or indirectly, or a proprietorship interest
- C. The contract or transactions between ASI and a corporation in which any member of the Board of ASI is the owner or holder, directly or indirectly, of five percent (5%) or more of the outstanding common stock.
- D. A member of the Board of ASI is interested in a contract or transaction, and without first disclosing such interest another member or members of the Board to enter into the contract or transaction (See Cal. Educ. Code § 89908 (a)(b)(c)(d).)

Utilization of Public Information

It is unlawful for any person to utilize any information, not a matter of public record, which is received by him or her by reason of his or her membership on the Board of ASI, for personal pecuniary gain, regardless of whether he or she is not a member of the Board at the time such gain is realized (See Cal. Educ. Code § 89909).

Self-Dealing Transactions

Directors are prohibited by law from engaging in self-dealing transactions to which the ASI is a party and in which one or more directors have a material financial interest. A mere common directorship is not in itself a material financial interest. (See Cal. Educ. Code § 5233 (a), § 5234).

There are exceptions from the definition of self-dealing transactions and they are:

- (1) Actions fixing the compensation of directors or officers;
- (2) Transactions that are part of public or charitable programs that benefit a class of which directors or their families are members
- (3) Transactions of which interested gross annual receipts or \$100,000, whichever is smaller (See Cal. Corp. Code § 5233 (b) (1)(2)(3).)

Directors, are thus liable to ASI for self-dealing transactions, unless the transaction was approved by one of the following:

- (1) Approval by the Attorney General, or by court in an action in which the Attorney General was an indispensable party, either before or after confirmation of the transaction;
- (2) Approval before consummation of the transaction by a disinterested board under the following circumstances:

- a. ASI entered into the transaction for its own benefit.
 - b. Transaction was fair and reasonable to ASI.
 - c. More advantageous arrangements could not have been made with reasonable effort
- (3) Interim approval by a committee having authority for the Board, where immediate action was needed and action by the full board was not feasible, and ratification by the full Board at its next meeting, under the circumstances listed in (2) above. (See Cal Corp Code § 5233 (d) (1)(2)(3).)

III. Disclosure and Review Procedure

If a Board member finds that he or she is faced with a possible conflict, the Board member shall inform, in writing, the President of the Board, who shall have the affirmative duty to advise the Judicial Review Committee (JRC) of the conflict as soon as possible.

The Judicial Review Committee, with advice as needed from ASI's attorneys, shall review the circumstances surrounding the possible conflict and shall make a determination as to whether an actual conflict exists. If a conflict is found to exist, the JRC shall present the information to the Board member, with a recommendation that the Board member rescues himself or herself from any further discussions, deliberations, voting or presence on the matter to alleviate or avoid the conflict or potential conflict, or take other appropriate action as required.

If a Board member has knowledge of a possible or actual conflict involving another member of the Board, the Board member who has acquired the information has an affirmative duty to disclose, in writing, such information to the President of the Board. Procedures as outlined above shall subsequently be followed. Where such a possible or actual conflict involves the President of the Board, disclosure shall be made, in writing, to at least one member of the JRC, who shall then follow the procedures above and inform the President if a conflict is determined to exist, as a recommendation as described above.

In such cases where the JRC determines that a Board member has knowingly violated this Conflict of Interest Policy by failing to disclose a possible conflict, by ignoring the Boards directive to cease or modify activities or conduct posing a conflict or potential conflict, or in any other manner knowingly and purposefully acted in a way that violated the spirit or purpose of this Conflict of Interest Policy, the Judicial Review Committee.

The Judicial Review Committee shall be a standing subcommittee of the Board and shall consist of the three members of the Board, excluding the chairperson, who are not members of the Finance/Personnel Committee. The JRC shall recommend the disciplinary action to the Board. Such action shall include, but not be limited to (1) a notice to the Board member's appointing constituency or body of the specific activities or conduct which constitute the violation, (2) the specific provisions of this Conflict of Interest Policy which have been violated, and (3) a recommendation for an appropriate sanction or sanctions by that constituency or body.

Grievance Procedure

All disputes relating to or resulting from a position on or term of office with the Associated Students, Inc. ("ASI") Board of Directors (BOD) or the relationship between a Board member and ASI shall be resolved by following this grievance procedure. Failure to follow the procedure shall be deemed as a waiver of the right to submit the dispute to arbitration pursuant to this section.

If a dispute should arise, as defined above, the person seeking to resolve that disputes ("grievant") shall adhere to the following procedure:

STEP ONE:

Within ten (10) days of the incident in dispute, a written description of the dispute must be submitted to the ASI Board containing the following information:

1. Name(s) and title(s) or position(s) of the person(s) involved in the dispute.
2. A brief description of the facts of the dispute
3. What steps, if any, the grievant has taken with the adverse party to resolve the dispute.
4. The adverse affects (if any) on the grievant caused directly by the dispute and this adverse party.

The ASI Board shall, after reviewing the written description of the grievant's position, confer with the other parties to the dispute in an effort to mediate the problem. The Board shall then call a meeting between the parties to discuss possible remedies.

If the grievant or the adverse party is not satisfied with the result reached through STEP ONE of the grievant procedure, that person may appeal through the procedures outline in STEP TWO.

STEP TWO:

Within five (5) days after the procedures in STEP one has been exhausted, and the grievant or adverse party is dissatisfied, an appeal may be made in writing to the ASI Judicial Review Committee. The appeal shall contain the following information:

1. Name(s) and title(s) or position(s) of the person(s) involved in the dispute.
2. A brief description of the facts of the dispute.
3. What steps, if any, the grievant has taken with the adverse party to resolve the dispute.
4. The adverse affects (if any) on the grievant caused directly by the dispute and this adverse party.
5. A description of the decision made by the ASI President or Board chosen representative as a result of the process followed in STEP ONE.
6. A brief description of why the STEP ONE decision is unsatisfactory.

The Judicial Review Committee shall, after reviewing the written description of the grievant's position, confer with the other parties to the dispute in an effort to mediate the problem. The Judicial Review Committee shall then call a meeting between the parties to discuss possible remedies.

The if the grievant or the adverse party are not satisfied with the result reached throughout STEP TWO of the grievance procedure, that person may appeal through the procedures outlined in STEP THREE.

STEP THREE:

Within five (5) days after the procedures in STEP TWO have been exhausted, and only after the procedures in STEP ONE have been exhausted, a dissatisfied grievant or adverse party may make an appealing writing to the University's Vice President of Student Affairs. The appeal contains the following information:

1. Name(s) and title(s) or position(s) of the person(s) involved in the dispute
2. A brief description of the facts of the dispute
3. What steps, if any, the grievant has taken with the adverse party to resolve the dispute.
4. The adverse affects (if any) on the grievant caused directly by the dispute and this adverse party.
5. A description of the decision reached after review by the ASI Board as a result of the process followed in STEP ONE and a description of the decision reached after review by the ASI Judicial Review Committee as a result of the appeal process in STEP TWO.

6. A brief description of why the decisions made in STEP ONE and STEP TWO are unsatisfactory to the appellant.

The Vice President of Student Affairs will have the final decision-making authority for the resolution of any disputes relating to or resulting from a position on or term of office with the Associated Students, Inc. ("ASI") Board of Directors (Board) nor the relationship between a Board member and ASI as the third and final step on the Internal grievance process.

ARBITRATION

Only after all three steps of the internal grievance process have been exhausted in an effort to resolve any and all disputes relating to or resulting from a position on or term of office with the Associated Students, Inc. ("ASI") Board of Directors (BOD) or the relationship between a Board member and ASI, which exceed the jurisdictional limits of small claims court, the dispute(s) shall be submitted to and settled by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association or any successor association. The place of arbitration shall be Los Angeles, California. One arbitrator shall be selected by the American Arbitration Association or its successor, provided however, that if said Association does not provide a selection procedure, then Associated Students, Inc. and aggrieved Board member shall each submit the names of two arbitrators from which both parties will agree on one arbitrator. Judgement upon an arbitration award may be entered in any court having competent jurisdiction and shall be binding the final. Associated Students, Inc. and _____ (Board Member's Name) hereby waived to the fullest extent permitted by law, any right to or claim for any punitive or exemplary damages against the other and agree that in the event of a dispute between them each shall be limited to the recover; of any actual damages sustained by it.

This arbitration provision shall be deemed to be self-executing and shall remain in full force and effect after expiration or termination of the aggrieved Board member's term in office. In the event either party fails to appear at any properly noticed arbitration proceeding, an award may be entered against such party by default or otherwise, notwithstanding such failure to appear. The parties shall each bear their own arbitration expenses except that the arbitrator's fees and costs shall be equally divided between the parties and the non-prevailing party shall pay the prevailing party's reasonable attorney's fees. The limit on a Board member's possible recovery shall not exceed the amount of any damages sustained (i.e., stipend amount).



ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY,
LOS ANGELES

ADMINISTRATIVE MANUAL

Director Agreement

Policy 007

Concerning Confidentiality, Access to Proprietary Information, Liability of Directors,
Eligibility to Serve and Required Duties & Responsibilities

THIS AGREEMENT ("Agreement") is between _____ ("Board of Director") and Associated Students, Inc. ("ASI") of California State University, Los Angeles. The purpose of this Agreement is to define the obligations of Board of Director and ASI as they relate to 1) the access, use and protection of ASI confidential, proprietary or privacy information or documents, which includes writings of any kind, and are referred to collectively in this Agreement as "Confidential Information"; 2) liability of Board of Director and obligations therein pursuant to service as a member of the Board of Directors of the Associated Students, Inc. of California State University, Los Angeles; 3) acknowledgement of minimum eligibility requirements set forth by the Board of Trustees and/or their duly elected Chancellor of the California State University and the duties and 4) responsibilities of Board of Directors (ASI BOD members) as set forth in Article VI, Section 3 and Article VIII of the Bylaws of the Associated Students, Inc. of California State University, Los Angeles.

Board of Director and ASI agree as follows:

- 1. **Protection of Confidential Information.** ASI intends to and has expended substantial sums of money, time and effort to develop, create, and acquire Confidential Information that it uses in its administrative and business operations. The Confidential Information is not generally known to anyone outside of the administrators, business operations personnel, and ASI Board of Directors. Some of the Confidential Information gives ASI a valuable advantage over its competitors and prospective competitors, some of the Confidential Information contains sensitive financial information, and some of the Confidential Information involves personnel records and other information which involves a right of privacy held by ASI and/or by individuals.
 - A) Board of Director agrees that he/she will treat any information or documents, records or writings of any description of ASI, which is identified in writing as such by ASI, as Confidential Information until ASI advises Board of Director otherwise in writing. _____
 - B) Board of Director agrees that, without the prior written consent of ASI, he/she will not publish, distribute, disclose or otherwise use any Confidential Information except in the performance of the Board of Directors duties as a member of the Board of Directors. _____
 - C) Board of Director agrees that he/she will not at any time use any Confidential Information in any manner which may directly or indirectly have an adverse affect on the business and/or administrative operations of ASI or which would tend to reduce the proprietary value of any Confidential Information. _____
 - D) Board of Director agrees, upon termination of Board of Directors term of office, to promptly return to ASI any documents, records or writings of any description which contain, refer to, or relate to the Confidential Information which Board of Director has obtained during his/her term of office. _____
 - E) Board of Director agrees that he/she will not make or retain any unauthorized copies or other reproductions of Confidential Information. _____
 - F) Board of Director acknowledges that all Confidential Information that Board of Director acquires by virtue of his/her term of office with ASI belongs to ASI under California Labor Code § 2860. Board of Director also acknowledges that the authorized taking of certain types of Confidential Information is a violation under California Penal Code § 499 (c) and is punishable by imprisonment for a period not exceeding one year, or by a fine not exceeding five thousand dollars (\$5,000.00), or both. Director further acknowledges that an unauthorized misappropriation of Confidential Information could also result in civil liability under California _____



Civil Code § 3426, and that willful misappropriation may result in an award against Board of Director for double the amount of ASI's damage and ASI's attorney fees incurred in obtaining an award against Director.

2. **Liability of Directors of California State University Auxiliary Organizations.** The standard of responsibility the law imposes on directors of corporations is generally described as the degree of care which ordinary prudent individuals prompted by self-interest would exercise under similar circumstances in dealing with their own property. Director hereby acknowledges and agrees:

- A) Board of Director is not liable for the debts, liabilities, or obligations of ASI; but Board of Director may be held liable for losses suffered by ASI as a result of their poor judgment if they do not exercise reasonable diligence in seeking and analyzing the information that is available before they make corporate decisions.
- B) Board of Director is liable to the ASI for his or her own intentional acts that damage ASI and for losses resulting from gross negligence in their supervision of ASI employees. Board of Director has a duty to be knowledgeable about corporate affairs. Board of Director may delegate management duties provided they retain general supervision over corporate activities; but Board of Director may not abdicate their duty to direct and may be chargeable with any losses resulting from failure to participate. In the absence of gross negligence, however, Board of Director is entitled to base their decisions on data supplied by subordinates. While director is not liable for the wrongful acts of employees or other agents of the corporation, Board of Director is liable to third parties for their own wrongful acts even though they are acting on behalf of ASI.
- C) Board Director is required to exercise their powers in good faith with a view to the interests of the corporation. Board of Director agrees to subordinate their individual and private interests to their duty to the corporation whenever the two conflicts. In this regard, the California Education Code, Section 89906, says: "No member of the governing board of an auxiliary organization shall be financially interested in any contract or other transaction entered into by the board of which he is a member, and any contract or transaction entered into in violation of this section is void." Education Code, Section 89909, makes it unlawful for any member of the board of directors of an auxiliary organization to utilize information obtained by reason of membership on the board for personal gain; and the corporation may recover any such gain realized.
- D) Board of Director holds a "public trust" which requires special attention to following not only the letter but also the spirit of the law.

3. **Board of Director's Eligibility to Serve.**

- A) In addition to regular membership in the Association, and requirements specified in these Bylaws, a student Board of Director must meet the following academic requirements in order to be eligible for elected or appointed voting office in the ASI Board of Directors
 - (1) All Board of Directors must:
 - a. Be in good standing "A student shall be considered in good standing unless he or she is on academic probation; academically disqualified; on disciplinary probation, expulsion, or suspension; or under defaulted financial obligation to the University".
 - b. Have a 2.0 or better cumulative GPA during the previous quarter.
 - (2) Undergraduate applicants must:
 - a. Have earned at least nine (9) quarter units of academic credit during the previous quarter. Note: Remedial course units are not counted as academic credit
 - b. Be enrolled in at least four (9) quarter units of academic credit in the present quarter (with the exception of one quarter off from taking classes during the year in service)
 - c. Have not earned more than 225 quarter units.
 - (3) Graduate applicants must:
 - a. Have earned at least four (4) quarter units of graduate-level academic credit during the previous quarter. Note: Remedial course units are not counted as academic credit
 - b. Be enrolled in at least four (4) quarter units of graduate credit in the present quarter (with the exception of one quarter off from taking classes during the year in service)
 - c. Have not earned more than 75 quarter units.
- B) Each quarter, all student members of the ASI Board of Directors must sign a statement indicating that they have read and are aware of the "Liabilities of Board of Directors".

C) Candidates and incumbents for college-specific seats must have a declared major appropriate to that college or the category of undeclared and unclassified majors as defined by the University. In the event that an ASI Board of Director Representative of the undeclared majors declares a major, the representative will continue to serve until the next general election.

4. **Duties & Responsibilities of Board of Directors.** Board of Director acknowledges and agrees to perform the following duties and responsibilities of ASI Board members in accordance with established motions of previous Boards, as well as Article II, Section 10 of the ASI BOD Codes of Procedures:

- A) Attend all ASI Board of Director meetings on alternating Thursdays from 3:30 PM – 6:00 PM
- B) Be responsible for carrying out the duties specified in the Associated Students, Inc. Bylaws (Articles VI and VIII)
- C) Actively seek out the opinions, needs, and desires of constituents, and organizations within his/her constituency
- D) Present to the Board of Directors for consideration such measures as might serve to resolve any and all student-related problems faced by his/her constituency
- E) Ensure that all necessary activities and policies are initiated and carried out for the student body at large
- F) Be responsible for fulfilling a minimum of eight (8) hours of service to the University community on behalf of the Associated Students, Inc. per week. In addition, Board members shall be responsible for a minimum of two (2) office hours to be held in the ASI offices. All Board of Directors shall report when and where these hours will be held to the Secretary/Treasurer during the first week of each quarter during the Director's term of office. Any changes in these office hours are to be reported to the Secretary/Treasurer immediately.
- G) If unable to attend a meeting and having in his/her possession papers necessary for business to be presented to the Board of Directors, leave them with the chairperson.
- H) Speak no more than three (3) minutes on any question except when an extension is granted by the chairperson, subject to appeal.
- I) If rising to speak on protest, be allowed to speak for a period not to exceed one (1) minute after the deciding vote.
- J) May act with the Board of Directors in censoring a director for violation of its code of procedures with concurrence of two-thirds (2/3) of the directors present.
- K) Report his/her arrival or departure from the Board of Directors meeting to the Recording Secretary.
- L) Yield to a member of the gallery to speak on an issue during a period of discussion.
- M) Perform any other responsibilities that may be delegated by the President
- N) If wishing to take a quarter off from classes, submit a written statement of intent to the ASI General Manager no later than the drop deadline for that quarter. During their quarter off, board members must not be registered for any classes at this University.
- O) Be responsible for submitting a copy of his/her corporate calendar stating times, dates, place, and a brief description of all ASI related activities to be counted for service/office hours to the Secretary/Treasurer the day before every Board of Directors meeting. Service/Office hours should be projected for weeks when there are no meetings.
- P) Be responsible for submitting a copy of his/her bi-weekly report to the Secretary/Treasurer the day before every Board of Directors meeting. This report shall contain a log of events, responsibilities covered, areas that need to be handled, and suggestions for course of action.
- Q) Understand that failure to perform the duties of a Director may result in the following consequences:
 - a. Reduction of one day of the Directors quarterly GIA for each missing bi-weekly report
 - b. Reduction of one hour for every hour of service not performed
 - c. Stipend withheld for failure to submit a copy of the corporate calendarReduction up to 20% of the total quarterly GIA at the discretion of the Secretary/Treasurer

#4 Item A-Q

5. **Miscellaneous Provisions**

- A) Board of Director acknowledges that a breach of any provision of this Agreement is a breach of the fiduciary duties owed by Board of Director to ASI. A breach of any provision of this Agreement may result in a recommendation for disciplinary action by the ASI Judicial Review Committee, and ASI Board approval of the recommendation including, but not limited to, termination of Board of Directors term of office as provided for in the ASI Bylaws. In the event Board of Director is removed from the ASI Board, that member shall be ineligible for appointment or election to an Executive Officer of by a University or non-University Committee to serve on ASI Board for the remainder of the term for the position being vacated.
- B) This Agreement is supplementary to, and shall not be considered a waiver of, any rights of ASI that may exist independently of this Agreement.

- C) Should any provision of this Agreement be determined to be invalid or unenforceable under applicable law, then such provision shall be construed to cover only that duration, extent, or activity which is valid and enforceable. Board of Director acknowledges the uncertainty of the law in this respect and expressly stipulates that this Agreement be given the construction, which renders its provisions valid and enforceable to the maximum extent permissible (not exceeding its express terms), under applicable law. _____
- D) A waiver by either party of a breach of provision or provisions of this Agreement shall not constitute a general waiver, or prejudice the other party's right otherwise to demand strict compliance with that provision or any other provisions in this Agreement. _____
- E) Any notice required or permitted to be given under this Agreement or the ASI Bylaws relating to disciplinary action against a Board of Director shall be sufficient, if it is in writing and is sent by mail to his/her residence, or hand-delivered to the Board of Director. _____
- F) This Agreement constitutes the entire agreement between the parties pertaining to the subject matter hereof and supersedes all prior and contemporaneous oral, written or implied agreements, representations, and understandings of the parties pertaining to the subject matter hereof. This Agreement may not be modified except in writing signed by both parties. _____
- G) This Agreement shall be governed by and construed in accordance with the laws of the State of California. Venue for any action relating to this Agreement shall be in Los Angeles County, California. _____

Board of Director

By: _____
 Name: _____
 Date: _____

Associated Students, Inc

California State University, Los Angeles

By: ASI President _____
 Name: _____
 Date: _____

By: ASI Executive Director _____
 Name: _____
 Date: _____



ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY,
LOS ANGELES

Approved: 4/01

ADMINISTRATIVE MANUAL

INTENT TO REMEDY FORM

POLICY 008

NOTICE OF INTENT TO REMEDY INELIGIBILITY

Student representatives are required to perform at a minimum level of academic progress. Student representatives who are found to be ineligible by the University Registrar for a given quarter have five (5) working days from the date notice was distributed by the ASI Administrative Office to file this "Notice of Intent to Remedy Ineligibility" in cases where the student feels that the determination is incorrect.

Once you have timely filed this Notice of Intent to Remedy Ineligibility, the ASI Board cannot declare your position vacant until after the fifth working day of such filing, and may do so at that point only if it has not received written proof of eligibility from the Office of the Registrar.

Failure to timely file your Notice will result in a waiver of all claims resulting from or relating to your ineligibility for Board membership.

Print Your Name Please Position on ASI Board

Please describe briefly why you believe that the University has determined that you are ineligible for Board membership.

Please describe briefly how you intend to remedy the determination of your ineligibility.

Signature Date

(ASI ADMINISTRATIVE OFFICE USE ONLY)

Received by ASI Administrative Office On:

Print Your Name Here Signature Date





ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Approved: 04/19/01

ADMINISTRATIVE MANUAL

Eligibility

Policy 009

- K. PURPOSE:
To establish procedures for the clarification of student eligibility to serve in student government
- L. REFERENCES:
ASI Bylaws
ASI Codes of Procedures
CSU Chancellor's Office Guideline on "Minimum Academic Qualifications for Student Office Holders"
Dr. James Rosser's 01/21/98 memorandum "Change to ASI Bylaws"
Mr. George Umezawa's 09/20/98 memorandum "ASI Eligibility Requirements"
- M. POLICY:
- 3.1 Candidate vs. Incumbent. Separate eligibility criteria are presented throughout Article III, Section 2, Clause 1 and 2, that of which distinguishes *candidate* from *incumbent* requirements
 - 3.2 Continuing Education Units. Since the Charter School of no longer offers regular classes during the Summer Quarter, it provides and requires students to take Continuing Education courses. Therefore, those courses will be viewed by the University as regular units counted towards an Education majors eligibility requirements.
 - 3.3 Eligibility criteria for student senators. Student Senators standards and criteria are outlined in the University Faculty Handbook.
 - 3.4 Deadline for Declaring a Quarter Off. The deadline for any student to declare a particular quarter off will be the ADD DEADLINE for that particular quarter. If no declaration is indicated by that time, the Registrar will determine eligibility on the basis that the student should be enrolled with the appropriate number of units.
- N. DEFINITION:

Term = One academic quarter. Not an academic year and not term of office.

Units = Academic units that actually count towards a student's degree. Therefore, remedial course units are not counted towards student eligibility requirements.

Graduate units = Any academic units that count towards the graduate degree

Candidate or Nominee = Any student running for or appointed to an ASI office and held to "major" or "minor" officer standards.

Incumbent = Any student who maintains his or her elected or appointed office from one quarter to another within the established 12 month term of office.

12-month Term of Office = Begins and ends with the first day of Summer Quarter. Therefore, any student officer who chooses to re-run or to be re-appointed during a new 12-month term of office will be viewed as a new candidate or new nominee.

O. PROCEDURE

- 5.1 Student will complete Eligibility Determination Survey by the ADD DEADLINE date set by the University.
- 5.2 The ASI Administrative Office shall send a memo with the candidates and incumbents names to the Office of the Vice President for Student Affairs to verify eligibility.
- 5.3 The Office of the Vice President for Student Affairs will send a memo with a list of student directors to the Office of the University Registrar to determine eligibility.
- 5.4 The Office of the University Registrar will inform the Office of the Vice President for Student Affairs whether or not a student is eligible in writing.
- 5.5 The Office of the Vice President for Student Affairs will send a memo to the student verifying their eligibility. They will also copy the ASI President, ASI Executive Director and University Designee.
- 5.6 In the event a students is deemed ineligible, they will have an opportunity to complete the Intent to Remedy Eligibility form, available in the ASI Administrative Office.



ADMINISTRATIVE MANUAL

Policy 010

Attendance and Absenteeism

- 1.0 **PURPOSE:**
To establish the policy and procedures regarding attendance at meetings
- 2.0 **REFERENCES:**
None
- 3.0 **POLICY:**
Students, by their application to a position, realize the sacrifices necessary to function as an active participant. The Board of Directors and members of committees are empowered by students to act on their behalf. It is those students' expectation that their representatives are actively representing them in all areas of ASI.
- 4.0 **DEFINITIONS:**
None
- 5.0 **PROCEDURE:**
- 5.1 An integral part of the responsibilities of each student participant is the punctual attendance of all meetings. Board meetings are scheduled to begin at 3:30 p.m. and to end after a motion to adjourn has been passed. Standing and sub-committees have scheduled start times, which must be confirmed with the chair of the committee.
 - 5.2 It is the responsibility of each member to attend all meetings in their entirety. Members who fail to fulfill their responsibilities will have their GIAs adjusted proportional to the amount of meeting time missed.
 - 5.3 If present for two (2) hours of the meeting, a member will be counted as present. If a member arrives late or leaves early, causing him/her not to be present for a full two hours, that member will be counted absent and an excuse will be required.
 - 5.4 Members may request an excused absence, excused tardy, or early departure by contacting the chair at least 24 hours prior to the scheduled meeting. In the case of an absence due to an emergency, the member should contact the Chair as soon as possible. Excuses will be granted at the chair's discretion. That decision will be based on representation of constituency. The chair's decision may be appealed to the Board of Directors except in the case where the committee in question is the Board, which then must be appealed to the Judicial Review Committee.
 - 5.5 If excused for an A.S.I. related activity, the member will give a report of the activity at the next meeting.



**ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

Approved: May 2005
Amended: February 2009

ADMINISTRATIVE MANUAL

STRATEGIC PLANNING COMMITTEE CODE OF PRECEDURES

POLICY 011

ARTICLE I

AUTHORITY AND FUNCTION

These codes shall act as the governing procedures for the Strategic Planning Committee (S.P.C.) of the Associated Student, Incorporated (A.S.I.) of California State University, Los Angeles. It shall be the purpose and function of the S.P.C.to:

- A. Serve as a planning committee on behalf of the Associated Students Board of Directors (B.O.D.)
- B. Recommend to the B.O.D., for their approval, policy changes regarding the direction, vision, and purpose of the Associated Students, Inc.

ARTICLE II

MEMBERSHIP AND DUTIES

Section I – Membership

The Strategic Planning Committee shall be composed of six (6) voting members and four (4) non-voting members.

- A. A.S.I. President or Designee
- B. A.S.I. Vice President for Administration
- C. A.S.I. Vice President for Academic Governance
- D. A.S.I. Vice President for Finance
- E. A.S.I. Secretary / Treasurer
- F. A.S.I. B.O.D. Representative
- G. A.S.I. Executive Director (non-voting)
- H. A.S.I. Assistant Director (recording secretary) (non-voting)
- I. A.S.I. Director of Programs and Leadership (non-voting)
- J. A.S.I. Programs Coordinator (non-voting)
- K. A.S.I. Student Service Center Manager (non-voting)
- L. Faculty Representative from S.P.C. (non-voting)
- M. Student outside of A.S.I.

Section 2 – Quorum

Quorum shall be defined as four (4) voting members.

Section 3 – Election of S.P.C. Chair

The A.S.I. President shall chair the first S.P.C. meeting of the term. At that meeting, a permanent chair shall be nominated and appointed by a majority. Any voting member is eligible to fulfill the position of chair.

Section 4 – Responsibilities of the S.P.C. Chair

- A. The Chair shall set the time and date of meetings, no less than once a quarter.
- B. The Chair shall preside over all S.P.C. meetings, and facilitate discussion.
- C. The Chair shall vote only in the event of a tie.
- D. The Chair shall present any recommendations the S.P.C. makes at the Board Meetings.

Section 5 – Duties of the Committee

It is the responsibility of the S.P.C. to assist the B.O.D. in directing the Associated Students, Inc. towards their vision. The following is a partial list of tasks for which the committee is responsible.

- A. Periodically reassess the mission and vision statement.
- B. Analyze the current environment surrounding A.S.I.
- C. Create, reevaluate, and modify the short-term and long-term plan as necessary.
- D. Recommend goals, based upon the above strategic plans, to the B.O.D.

ARTICLE III

MEETINGS

Section 1 – General Meetings

The S.P.C. shall meet on a quarterly basis. The meeting's agenda shall be posted and distributed a week in advance.

Section 2 – Emergency Meetings

The S.P.C. shall also meet on an as-need basis. Notice of this meeting and the agenda must be given five (5) full days prior to the meeting's scheduled time.

ARTICLE IV

AMENDMENTS

Proposed amendments to these codes shall be submitted on an absolute majority of the Strategic Planning Committee to the A.S.I. Sub-Committee on Bylaws and Codes of Procedure for their review and approval prior to submitting the proposed changes to the B.O.D. for their 2/3 approval.



ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Approved: 5/29/08

ADMINISTRATIVE MANUAL

Environmental Policy Committee Policy 012 Code of Procedures

ARTICLE I

AUTHORITY AND FUNCTION

This document shall act as the governing procedures for the Environmental Policy Committee of the Associated Students, Incorporated (A.S.I.) of California State University, Los Angeles. It shall be the purpose and function of the Environmental Policy Committee to:

- A. Formulate and encourage the adoption of policies that will make A.S.I.'s internal practices more environmentally sustainable.
- B. Formulate and encourage the adoption of policies that will make the California State University, Los Angeles a more environmentally sustainable campus.
- C. Educate the community with an on-campus emphasis on the topic of environmental sustainability and environmental justice.
- D. Formulate and encourage the adoption of policies that will make the California State University system more environmentally sustainable by working primarily through the California State Student Association.

ARTICLE II

MEMBERSHIP AND DUTIES

Section 1 – Membership

The committee shall be composed of seven (7) voting and four (4) non-voting members.

- A. Environmental Commissioner, who shall serve as chair
- B. Finance Committee appointee
- C. Three (3) elected or appointed members of A.S.I. appointed with a simple majority consent of the Board of Directors (BOD)
- D. Three (3) student members of the student body appointed with a simple majority consent of the BOD
- E. Student Staff from A.S.I. Student Service Center (non-voting)
- F. A.S.I. Programs Coordinator (non-voting)
- G. A.S.I. Executive Director (non-voting)
- H. Director of Facilities Services or designee (non-voting)

Section 2 – Quorum

Quorum shall be defined as 4 voting members.

Section 3 – Responsibilities of the Chair

- A. The Chair shall vote only in the event of a tie.
- B. The Chair shall present a quarterly recommendation to the BOD.
- C. The Chair shall ensure that a written report of any recommendation or action of the EPC is made at least three (3) days prior to the next meeting of the BOD.
- D. The Chair shall appoint a Vice Chair.

Section 4 - Responsibilities of the vice Chair

- A. The Vice Chair shall assume the responsibilities of the chair in the chair's absence.
- B. The Vice Chair shall record meeting minutes.
- C. The Vice Chair shall assist in the responsibilities of the chair.

Section 5 – Removal of Appointed Members

Any appointed member may be removed from the committee on a recommendation from the Chair to the BOD for more than two (2) consecutive unexcused absences, three (3) unexcused absences, or four (4) unexcused tardies or early departures during any one quarter.

ARTICLE III MEETINGS

Section 1 – General Meetings

The Environmental Policy Committee shall meet at least four times a quarter.

ARTICLE IV AMENDMENTS

Proposed amendments to these procedures shall be submitted on a majority vote of the Environmental Policy Committee to the A.S.I. Sub-Committee on Bylaws and Codes of Procedure for their review and approval prior to submitting the proposed changes to the BOD for their 2/3 approval.

ARTICLE V DEFINITIONS

Sustainability: Meeting the needs of the present without compromising the ability of future generations to meet their own needs.

Environmental Justice: The fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.



Approved: 05/15/08

**ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

ADMINISTRATIVE MANUAL

**University Council of Clubs and Organizations'
Codes of Procedures**

Policy 013

ARTICLE I: STRUCTURE

SECTION 1: NAME

This committee shall be known as the A.S.I. University Council of Clubs and Organizations hereinafter referred to as the (U.C.C.O.).

SECTION 2: PURPOSE

The purpose of the U.C.C.O. shall be to:

1. Promote student awareness of and participation in California State University, Los Angeles clubs, organizations and campus governance;
2. Establish coordination, communication and cooperation among the officially recognized clubs and organizations between ASI; and
3. Promote the development of student leadership and service; and to promote campus and public awareness.

SECTION 3: AUTHORITY

1. The committee shall act subordinate only to the Associated Students, Incorporated (ASI) Articles of Incorporation, ASI Bylaws, Title V, California Code of Regulations, and the California Education Code.

SECTION 4: MEETINGS

The U.C.C.O. shall meet twice a quarter, for the fall, winter, and spring quarters. Any additional meetings outside of the two original meetings shall not be mandatory.

ARTICLE II: MEMBERSHIP

SECTION 1: Clubs and Organizations

1. Every club or organization that has been officially recognized by California State University, Los Angeles shall be a member.
2. Each club shall have two (2) designated representatives, one (1) main representative and one (1) alternate representative both of which need to be a recognized officer of the club or organization. In the case of an emergency as determined by the University Council officers, a second alternate representative may represent the club.
3. At least one representative from each club shall be present at each meeting

4. No member of the U.C.C.O. shall represent more than one (1) club or organization at any one meeting.
5. Each club shall have only one vote regardless of how many representatives are present at the meeting.

SECTION 2: OFFICERS

There shall be four officers of the U.C.C.O.:

1. The ASI Campus Affairs Representative shall hold the position of Chair.
2. A member of the University Council as elected by the U.C.C.O. body shall hold the position of Vice Chair.
3. The A.S.I. Secretary/Treasurer shall act as the recording secretary.
4. A member of the Judicial Review Committee (JRC) shall act as the parliamentarian.

SECTION 3: OFFICER RESPONSIBILITIES

1. The Chair shall call all meetings of the U.C.C.O., form and dissolve Ad Hoc committees, be an ex officio member of all U.C.C.O. committees that he or she does not chair, work with the Vice Chair in setting the agenda, and represent the U.C.C.O. at meetings of the Associated Students, Inc. Board of Directors.
2. The Vice Chair shall carry out the duties of the chair in his or her absence and shall be an ex officio member of all U.C.C.O. committees that he or she does not chair. The Vice Chair shall keep all minutes and agendas of all meetings of the U.C.C.O. and shall provide copies of these to all members, officers of the U.C.C.O.
3. A member of the JRC shall serve as the U.C.C.O. parliamentarian.
4. The recording secretary shall take minutes and provide a soft copy to the Chair.

SECTION 4: TERM

1. Terms of office of all U.C.C.O. officers shall be for the duration of their A.S.I. position.
2. The term of Vice Chair shall be fall through spring.

ARTICLE III: MEETINGS

SECTION 1: OCCURRENCE

The U.C.C.O. shall meet twice a quarter; however, meetings may be canceled or additional meetings may be called by the Chair or majority vote of the members present during quorum. Notification of meeting dates will be posted during the first week of the quarter. All meeting agendas must be posted publicly 72 hours before said meetings, pursuant to the Gloria Romero Act.

SECTION 2: QUORUM

Quorum shall be the present attendance.

SECTION 3: VOTING

All club representatives to the U.C.C.O. shall have a vote in the U.C.C.O.. The Chair, however, shall vote only in the event of a tie.

1. The Vice Chair shall have an independent vote.
2. The U.C.C.O. Parliamentarian shall not vote
3. The A.S.I. Secretary/Treasurer shall not vote.

SECTION 4: ATTENDANCE

1. If any club is absent at any meeting of the U.C.C.O., it shall be the responsibility of the Secretary to notify, in writing, the organization.
2. An attendance report shall be generated and submitted to the ASI Vice President for Finance by the U.C.C.O. Vice Chair 24-48 hours after the U.C.C.O. meeting.

ARTICLE IV: Codes of Procedure Amendments

SECTION 1: AMENDMENTS

1. Amendments to the U.C.C.O. Codes of Procedures may be proposed to the U.C.C.O. in the form of a proposal by a U.C.C.O. Officer or by a member with signed support of 10% of the U.C.C.O. membership.
2. Amendments to the U.C.C.O. Codes of Procedures shall require a two-thirds (2/3) affirmative vote of the full membership of the U.C.C.O. present at any regular meeting of the U.C.C.O., provided that advanced notice of at least one (1) week has been given.
3. Public notice of such proposed amendments shall be given one (1) week prior to the vote.
4. Upon ratification, the amended Codes of Procedures shall become effective immediately.
5. This Codes of Procedures shall be ratified by a two-thirds (2/3) vote of the U.C.C.O. members present at any regular meeting of the U.C.C.O., provided that advance notice of at least one (1) week has been given. This Codes of Procedures shall become effective upon ratification.
6. Proposed amendments to these codes shall be submitted on a majority of the University Council to the ASI Subcommittee on Bylaws and Codes of Procedure for their review and approval prior to submitting the proposed changes to the BOD for their 2/3 approval.