
2011
Associated Students, Inc.
EXTENDED
General Election Packet



“For the Students, By the Students!”

Table of Contents

| | |
|--|----|
| What is A.S.I | 2 |
| Elections Timeline, Deadlines, Important Dates | 3 |
| A.S.I. Board of Directors | |
| Duties and Responsibilities..... | 5 |
| Academic Senate | 8 |
| Eligibility Requirements | 9 |
| A.S.I. Bylaws | |
| Qualifications and Term of Office..... | 11 |
| Election of Directors | 12 |
| Duties of Directors & Officers | 14 |
| Standing Committees | 16 |
| Elections..... | 17 |
| Elections Committee: Code of Procedures | |
| Authority & Function | 20 |
| Notice and Filing..... | 21 |
| Campaigning | 21 |
| Write-In Candidates..... | 23 |
| Slates | 23 |
| Ballots and Balloting | 24 |
| Election Results..... | 25 |
| Expenses..... | 26 |
| Elections Application | 27 |

What is A.S.I.?

The Associated Students, Inc. (A.S.I.) is the student governing body of California State University, Los Angeles. It is a non-profit corporation that is run by students under the advisement of a staff of professional advisors. It is the function of A.S.I. 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 and assist in the protection of rights and interests of individual student.” The authority of the A.S.I. is vested in the Student Board of Directors, Student Cabinet of Commissioners, Student Cabinet of Academic Senators, and Student Judiciary.

“The primary purpose of the Associated Students, Inc. of California State University, Los Angeles is to provide for the protection of the rights and interests of the individual student and the entire student body. A.S.I. will perpetrate this mission through the interaction and support of the University. This mission objective will be accomplished through the establishment and promotion of effective venues of the student input into campus governance. Furthermore, an official voice will be provided through which student opinion may be expressed. A.S.I. will provide services and programs that meet the educational, social, recreational, and cultural needs of the pluralistic community. Finally, A.S.I. will serve as a learning laboratory for student leadership development.”

-A.S.I. Mission Statement

For more information on A.S.I. 2011 General Elections please contact:

A.S.I. PR & Elections Commissioner
E-mail: asiprec@calstatela.edu
Phone: 323-343-4776

For more information about A.S.I. in general go to our website: www.asicsula.org

For details regarding elections go to: www.asicsula.org/elections

Elections Timeline, Deadlines, Important Dates

Candidate Briefing

There will be a Candidate Briefings for all the certified eligible candidates on Thursday, April 21 at 6 pm in U-SU 303AB and Friday, April 22, 2011 at noon in the Student Affairs Conference Room 110. Candidates will be briefed on campaign rules and regulations.

Elections Calendar

Monday, January 3, 2011

General Election Marketing Begins by Associated Students, Inc.

Tuesday, February 22, 2011

Elections Applications Due by 5 pm in the Center for Student Involvement, U-SU 204

Friday, March 18, 2011

Extended Application Deadline

Thursday, April 21 at 6 pm in U-SU 303AB and

Friday, April 22, 2011 at noon in the Student Affairs Conference Room 110

Candidate Briefing (required meetings for all candidates to attend one)

Period for approval of campaigning materials by the Elections Committee begins

Monday, April 25, 2011

Candidate Campaigning Begins

Tuesday, April 26, 2011

Election Debate One – Union Plaza & Stage, 3:15 pm

Thursday, April 28, 2011

Election Debate Two – Housing Services, Phase II Lounge, 6 pm

Monday, May 9 - Wednesday, May 11, 2011

On-line Election Begins on Golden Eagle Territory (G.E.T.)

Access your ballots on Monday, May 9 at 8 am until the close on Wednesday, May 11 at 7 pm

Thursday, May 12, 2011

A.S.I. Board of Directors Meeting at 3:15 pm

Election Results Announced at 4 pm

Additional Dates will be provided at the briefing:

Associated Students, Inc. Board of Directors



Board of Directors

The Board of Directors is the representative body of the Associated Students, Inc., composed mainly of students who take part in the administration of corporate affairs. The Board of Directors has the power to conduct, manage, and control the affairs and/or business of the Associated Students, Inc., in conformity with applicable federal and state laws. The A.S.I. President serves as chairperson for the Board.

The A.S.I. Board of Directors consists of the following student directors, elected as specified in the A.S.I. Bylaws (Article III) and the Board of Directors Code of Procedures:

- President
- Vice President for Administration
- Vice President for Academic Governance
- Vice President for Finance
- Secretary/Treasurer Representatives-at-Large
- Campus Affairs Representatives-at-Large
- Community Affairs Representative-at-Large
- Legislative Affairs Representative-at-Large
- Two (2) Charter College of Education Representatives
- Two (2) College of Arts & Letters Representatives
- Two (2) College of Business & Economics Representatives
- Two (2) College of Engineering, Computer Science & Technology Representatives
- Two (2) College of Health & Human Services Representatives
- Two (2) College of Natural & Social Sciences Representatives

Board of Directors Duties and Responsibilities

Each representative in A.S.I. is required to perform duties as specified in the Codes of Procedures of the Board of Directors. Executive officers have additional responsibilities that are also listed in the Codes. Generally speaking, participants in A.S.I. are required to perform four functions:

- Reports
- Meetings
- Specific Duties
- Service

Specific responsibilities for all Board of Directors are:

- 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.
 3. All directors shall be a member of at least one (1) of the Academic Senate committees.
 4. A director must report his/her arrival and departure from the Board of Directors meeting to the Recording Secretary.
- C. Specific Duties
1. Each Board of Director 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 Board of Directors 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.

President

The President has the following specific duties:

- A. Reports
1. State of Affairs
The President shall submit, to the Board of Directors, a completed State of Affairs Report for the A.S.I. at the BOD meeting in the 10th week.
- B. Meetings
1. Take the chair at the hour at which the Board of Directors 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;

Board of Directors (continued)

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 Board of Directors.
 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 Board of Directors, Personnel, and Executive Committee meetings.
 11. Observe and insure quorum.
- C. Specific Duties
1. Be responsible for the communication of the actions of the Board of Directors 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 Board 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. Cal State L.A. Foundation
 - c. UAS
 4. Issue executive orders, with the concurrence of the Executive committee, as necessary for the conduct of ASI operations in the absence of appropriate legislative action. All Executive orders shall be reported to the next meeting of the BOD and may be overturned with a 2/3 vote.
 5. Be responsible for the implementation of any policies and measures of the A.S.I. 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 BOD, the Bylaws or these codes.

Vice President for Administration

The Vice President for Administration (VPA) has the following additional responsibilities:

- A. Reports
1. The VPA shall report at the BOD 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 Board 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.

Vice President for Academic Governance

The Vice-President for Academic Governance (VPAG) has the following additional responsibilities:

- A. Reports
1. The VPAG shall report at the BOD 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 Board for appointment or dismissal, all students to university and academic committees, subcommittees and boards of the University not delegated to other officers in these codes.
 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

Board of Directors (continued)

Vice President for Finance

The Vice President for Finance

- A. Reports
 - 1. The Vice President for Finance (VPF) shall submit, to the Board of Directors, a completed financial report on the status of A.S.I.
- B. Meetings
 - 1. The VPF shall serve as the Chair of the Finance Committee.
- C. Specific Duties
 - 1. Coordinate the activities of all Finance units and will preside over the Finance Committee as Chair.
 - 2. Be a member of the Board of Directors, Executive, and Personnel Committees.
 - 3. 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.
 - 4. 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.

Representatives-At-Large positions shall be:

To represent all CSULA students, with a focus on students with undeclared majors.

Secretary/Treasurer Representative-at-Large shall:

- A. Reports
 - 1. The Secretary/Treasurer shall report at the BOD 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 Board of Directors 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. Board of Directors events and activities
 - 4. Notify and conduct an orientation for all appointees of positions to which they have been assigned by the Board of Directors
 - 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.

Campus Affairs Representative-at-Large shall:

- A. Reports:
 - 1. The Campus Affairs Representative shall report at the BOD 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 Board of Directors 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-at-Large shall:

- A. Reports:
 - 1. The Community Affairs Representative shall report at the BOD 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.

Board of Directors (continued)

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 BOD 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-at-Large shall:

A. Reports:

1. The Legislative Affairs Representative shall report at the BOD 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 BOD meetings
2. Attend monthly California State Student Association meetings as a representative for CSULA.

C. Specific Duties:

1. Shall attend BOD 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 BOD 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.

Responsibilities of Representatives of College shall:

A. Reports:

1. The College Representatives shall report at the BOD 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 Board of Directors in accordance with the Code of Procedures.

B. Meetings:

3. 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 Board of Directors 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.

ACADEMIC SENATE

Student representation on the Academic Senate committee/subcommittees is crucial because without a student voice, decisions on policies affecting our academics can really affect the student body at large – rather than serve. Being an Academic Senator is a great experience. There are many benefits; but being an Academic Senator also requires a commitment to attend meetings regularly and periodically submit reports to the Office of the Vice-President for Academic Governance.

Senator Duties and Responsibilities

By your application, you agree to perform the responsibilities stated below:

- 1) Be accountable to your fellow students by acting as a representative, not an individual,
- 2) Review agendas and materials before the meetings,

Board of Directors (continued)

- 3) Attend all Senate meetings and Cabinet of Senator's meetings and/or notify the A.S.I. Vice President of Academic Governance if you cannot attend a meeting,
- 4) Actively serve on one standing committee and one-sub committee of the Academic Senate,
- 5) Keep a minimum of two (2) office hours per week,
- 6) Present a quarterly report at the end of the 8th week of each quarter to the Vice President of Academic Governance,
- 7) Present a biweekly report of all activities and or committees (i.e., Academic Senate meetings, standing committee meetings, subcommittee meetings) to the Vice President of Academic Governance,
- 8) Attend at least two Board of Directors meetings per quarter in which you will report on issues discussed at the Academic Senate meetings.

Eligibility Requirements

Before you fill out the application, be sure you meet the following requirements:

- 1) All applicants 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) At time of appointment, have been in residence (or enrolled) at Cal State L.A. for at least two quarters prior to application,
 - c) Be familiar with A.S.I. Bylaws & Codes of Procedures
 - d) Be available from 1:30 – 3:30 PM on Tuesdays for Academic Senate meetings
 - e) Serve a minimum of two (2) hours per week physically in the A.S.I. Offices
- 2) If you are an Undergraduate applicant, you must:
 - a) Have a 2.0 or better cumulative GPA during the 12-month period immediately preceding application.
 - b) Note: The University Registrar's Office calculates GPA on the overall 12-month period prior to application, not including remedial courses
 - c) Have earned at least 9-quarter units of academic credit during the 12-month period immediately preceding application. Note: Remedial course units are not counted as academic credit
 - d) Be enrolled in at least 6-quarter units* of academic credit and:
 - e) Maintain a minimum load of 9-units per quarter; with the exception of one quarter off from taking classes during the year in service.
 - f) Maintain a 2.0 GPA or better each quarter while in office
 - g) Have not earned more than 225-quarter units.

- 3) If you are a Graduate applicant, you must:
 - a) (Assure that if BA/BS was received from Cal State L.A. within the past 3 years), have earned a total of 18-units during the last year as an undergraduate.
 - b) As a new graduate, have earned 8-units per period of continuous attendance
 - c) Be enrolled in at least 4-quarter units, and maintain a minimum load of 4-units per quarter; with the exception of one quarter off from taking classes during the year in service.
 - d) Have earned no more than 75-quarter units.
 - e) Note: If you are a new Graduate student and are planning to maintain office after one year, you must take 8-units per period of continuous attendance – meaning that while you are in office the prior year, you have to be taking 8-units instead of 4-units.
 - f) Have classified standing.

Procedures for Application

All applicants prior to appointment must:

1. Fill out the Student Director Application in its entirety
2. Submit application at least two (2) business days before appointment (for Board meetings that are held alternating Thursdays) directly to the A.S.I. Student Service Center Room U-SU 105 or A.S.I. Administrative Office Room U-SU 203. The application must be date stamped by the A.S.I. Staff as official receipt. *[DO NOT submit this application to any individual Board member or it will not officially be acknowledged.]*

Notification

Please be advised that, if elected, the start date of your appointment is confirmed to be the day of the Board of Director's meeting when you are voted and approved into office. You are hereby notified that if, for any reason, you become ineligible to serve in office, all work performed will be considered **voluntary**.

Term of Office

The term of office for the Board of Directors/Members is from the first day of Summer Quarter 2011, through the last day prior to the Summer Quarter 2012.

The term of office for Academic Senators is from the first day of Fall Quarter 2011 through the last day prior to the Fall Quarter 2012. These positions are subjected to, and specified in the Faculty Handbook Policies and Codes.

Associated Students, Inc. Bylaws



“For the Students, By the Student!”

**Associated Students, Incorporated
California State University, Los Angeles**

Bylaws

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. Cal State L.A.

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 intercollegiate 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.

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|-----------------|--------|---------------|-------|
| 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 | | |

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, Computer Science & 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 (Cal State L.A.) 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.(A.S.I.), as defined in Article I of the A.S.I. Bylaws.

A.S.I. Bylaws (continued)

Clause 1.

Undergraduates:

Student candidates or nominees must have been enrolled at Cal State L.A. 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 Cal State L.A. 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," directors 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.

A.S.I. Bylaws (continued)

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 Cal State L.A., 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 OF 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 of Administration be vacated or should the Vice President of Administration be unable to serve as President, the Vice President for Academic Governance shall become President, ONLY IF THE INCUMBENT VICE-PRESIDENT OF 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 of Administration and the Vice President of Academic governance be vacated simultaneously, a special election for those offices shall be held.

Clause 5. Should the offices of the Vice President of 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 of 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.

A.S.I. Bylaws (continued)

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 Colleges 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 Finance Chairperson 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 second (3rd) Vice President
- E. The Associated Students, Inc. Secretary/Treasurer

A.S.I. Bylaws (continued)

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
- C. Approval of the entire Board of Directors; the Finance Chairperson, the Elections Commissioner, the students on the Instructionally Related Activities Board, the University-Student Union Board, the Cal State L.A. Foundation, Cal State L.A. University Auxiliary Services, Inc.
- D. 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.
- E. Be the official representative of the Associated Students, Inc.
- F. Be an ex-officio member of all Associated Students, Inc. committees, commissions, and councils.
- G. 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.
- H. 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.
- I. 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, Second Vice President, and Third 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.

A.S.I. Bylaws (continued)

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

The Secretary/Treasurer shall:

- 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
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.

A.S.I. Bylaws (continued)

- 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.

A.S.I. Bylaws (continued)

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, an 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

is 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 Student Life Office; 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 Cal State L.A. 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, Inc. Election Codes of Procedures



Elections Committee: Code of Procedures (C.O.P.)

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
Revised: 12/03/09
Revised: 12/02/10

ARTICLE I – AUTHORITY & FUNCTION

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

The A.S.I. General and 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 elections provided they obtain the consent of the University President's designee for said action.

ARTICLE II

MEMBERSHIP AND DUTIES

Section 1 – Membership

The Committee shall be composed of the Public Relations/Elections Commissioner (PR/Elections Commissioner) and at least four (4) regular members of the Associated Students Inc. (as defined in Article I, Section 3, Clause 1 of the A.S.I. Bylaws). No committee member may run as a candidate in the elections.

- A. The PR/Elections Commissioner shall be recommended by the A.S.I. President, and shall be approved by a 2/3 majority of the Board of Directors (B.O.D.). The PR/Elections Commissioner will serve as the chair of the Committee.
- B. The remaining committee members shall be recommended by the PR/Elections Commissioner to the A.S.I. President, and shall be recommended for approval by a 2/3 majority of the B.O.D..
- C. A.S.I. Chief Justice or designee
- D. A.S.I. Programs Coordinator (non-voting)
- E. Center for Student Involvement Director or designee – Staff Advisor (non-voting)
- F. University President or designee (non-voting)

Section 2 - Responsibilities of the A.S.I. PR/Elections Commissioner

- A. The PR/Elections Commissioner is responsible for organizing the A.S.I. General and Special elections in accordance with these codes, and promoting all A.S.I. events and elections.
- B. The PR/Elections Commissioner will be a member of the Cabinet of Commissioners and a voting member of the A.S.I. Bylaws and Codes of Procedures Sub-committee.
- C. The PR/Elections Commissioner will work with the A.S.I. Director of Programs and Leadership and Programs Coordinator to develop a strategic marketing and distribution plan for promoting all A.S.I. events to the Cal State L.A. community.
- D. The PR/Elections Commissioner will work with the advisor of the Center for Student Involvement to create a strategic marketing plan for promoting the A.S.I. General and Special Elections.
- E. The PR/Elections Commissioner will assist the Housing Commissioner in publicizing election material in the student housing complex and elsewhere on campus.
- F. The PR/Elections Commissioner will appoint four (4) regular A.S.I. members to the Elections Committee in accordance with these codes.
- G. The PR/Elections Commissioner will schedule regular meetings for the elections process starting in the month of October.
- H. The PR/Elections Commissioner will facilitate the programming of the A.S.I. Homecoming event.

Section 3 – Election Days

It shall be the duty of the Elections Committee to recommend the dates and times for an elections timetable for all A.S.I. elections to the B.O.D.

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

Section 4 – Elections Packet

The Elections Committee shall develop an application packet for distribution at the opening of the filing period.

Section 5 – Notice of Vacant Office

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

Section 6 - Publication of Election Dates

The Elections Committee, in a manner consistent with the A.S.I. Bylaws Article X, shall publish the dates of all elections.

Section 7 – Conflict of Interest

Any member of the Elections Committee shall be ineligible to serve on the Elections Committee upon submitting an application for or holding any other A.S.I. elected or appointed office. Elections Committee members shall not engage in activities that might influence the elections, beyond their privilege to vote (e.g. actively supporting a candidate on the ballot).

ARTICLE III

NOTICE AND FILING

Section 1 – Filing for Elections

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

Section 2 – Extended Filing

Extended filing for the Elections shall be made available by the Elections Committee for offices in which candidates are unopposed or no one has filed. Applications shall only be accepted during regular Center for Student Involvement (C.S.I.) business hours 8 am – 6 pm, in U-SU Room 204.

Section 3 – Application

All applications for office shall be handled by C.S.I.

- A. C.S.I. shall maintain the confidentiality of all applicants.
- B. C.S.I. shall issue a receipt delineating the date and time the application was filed.
- C. C.S.I. shall coordinate with the University for the purposes of determining eligibility.

Clause 1 – Platforms

Candidate 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 an application for more than one elected office for one election. An application submitted for any elected office after the first filing shall replace any previous application submissions.

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. Failure to attend shall be sufficient cause for disqualification unless excused by the PR/Elections Commissioner:

Clause 1 – Excuses

Excuses must be submitted in writing to the PR/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. If an excuse is granted, it is the candidate's responsibility to schedule a meeting with the PR/Elections Commissioner to be briefed on what was missed at the meeting.

Clause 2 – Proxies

Proxies will not be accepted. The candidate must attend the Candidate Briefing in person.

Section 6 – Candidate Debates

It is mandatory for all candidates to attend at least one (1) debate planned by the PR/Elections Commissioner. Candidates must notify the PR/Elections Commissioner one (1) week prior to the debates as to which one they will attend. Failure to attend shall be sufficient cause for disqualification, unless excused by the PR/Elections Commissioner:

Clause 1 – Excuses

Excuses must be submitted in writing to the PR/Elections Commissioner one (1) week prior to the debates. The Commissioner will determine validity and reply in writing prior to the debate.

Section 7 – Eligibility for Elected Office

Membership and eligibility of applicants to the B.O.D. and the Academic Senate in an Election shall be as established in the A.S.I. Bylaws. After verification of eligibility, the names of eligible candidates shall be given to the PR/Elections Commissioner. Candidates who are deemed ineligible shall be given five (5) business days to remedy eligibility with the Vice President for Student Affairs Office and provide verification of eligibility.

ARTICLE IV

CAMPAIGNING

Section 1 – Definition of Campaigning

Campaigning is defined as any of the following actions:

1. The distribution, mailing, or strategic positioning of literature or materials designed to directly influence the electorate's choice.
2. The posting of advertisements, in any media, designed to directly influence the electorate's choice.
3. Public speaking or written publications designed to directly influence the electorate choice.

Clause 1 – Electronic Media

The candidate must ensure that all electronic media is not made available to the online public or promoted prior to the official date of campaigning (8:00AM on the first business day following the Candidate Briefing). Electronic media includes, but is not limited to Facebook, MySpace, Twitter, YouTube, online polls, personal websites, AIM, e-mail, etc.

For example, simply having a site with a candidate's name and the position they are running for, or variation of that, would then violate these codes.

Clause 2 – Website Linking Requirement

All online media must reference and link to the A.S.I. Elections website at <http://www.asicsula.org/elections>

Section 2 – Pre-Campaigning

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

Section 3 – Improper Use of A.S.I. Property

The unauthorized utilization of A.S.I. 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 4 – Staff Participation in A.S.I. 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 5 – Campaign Literature

All campaign literature, including but not limited to distribution, mailing, internet broadcasting, websites, networking sites including but not limited to Facebook, MySpace, Twitter, YouTube, online polls, personal websites, e-mails, and posting of literature or other materials shall be presented to and approved by the PR/Elections Commissioner,

- A. Physical material, which includes but is not limited to hats, t-shirts, pencils, and buttons, shall receive the PR/Elections Commissioner's approval and/or stamp before it can be used for campaigning by a candidate.
- B. The use of campaign literature or materials not registered or approved is strictly prohibited.
- C. Candidates may submit materials three (3) days prior to the Candidate Briefing for approval for the first day of campaigning.
- D. All paper form campaign literature must be of appropriate material that can be stamped.

Clause 1 – Copies

All candidates will be provided one paper banner (six feet by three feet) and 500 black and white copies on 8 ½ x 11 size paper free of charge by A.S.I. for individual candidates' promotion (i.e. these resources cannot be used to promote a slate). These items may be obtained through the A.S.I. Student Service Center.

Clause 2 - Submission of Materials

All copies of any campaign literature shall be submitted to the Elections Committee for approval. Receipts for purchased material must also be submitted at the time of approval. If the material is approved, the Elections Committee will maintain a log of all submissions for its records.

Clause 3 – Approval Timeline

Campaign literature and materials not submitted during the Candidate Briefing may be submitted to the Elections Committee during A.S.I. business hours. The PR/Elections Commissioner will approve or disapprove of the material within twenty-four (24) hours. Depending on the quantity of campaign material provided, there is a 24 – 48 hour turn around window for the Elections Committee to return approved campaign literature and materials to candidates.

- A. All candidates must submit a draft for approval to the PR/Elections Commissioner prior to submitting orders for printing campaign literature.

Clause 4 – Disclosure

It is required that all posters and campaign literature, with the exception of physical material, have the following information:

1. Name of candidate.
2. Office for which the candidate is applying.
3. Dates of the Election.
4. How and where to vote on Golden Eagle Territory (GET)
5. The Elections Committee approval stamp.
6. Web address to the A.S.I. Elections page: "<http://www.asicsula.org/elections>"

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. Prior approval from the jurisdiction in authority of that location is required. All candidates are encouraged to secure written approval to post their material from the jurisdiction in authority.

The candidates may post posters on the campus kiosks. (with prior approval and stamp provided by the A.S.I. 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 Committee.
- C. Posting is limited to one poster per kiosk.
- D. Only the Elections Committee can remove posters from the kiosks.
- E. Posters must be supported in all corners 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.

Section 7 – University Property

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

- A. No University-owned property shall be used in any manner, for any campaign purpose.
- B. Posting on trees, building walls, pillars or doors is prohibited.
- C. Posting on any cement walls or other textiles (posts, pillars, waste receptacles) on or around campus is prohibited.
- D. Notifications may not be placed on vehicles or left unattended anywhere.
- E. Notifications may not be placed on the grass/dirt areas, in planters nor posted in restrooms.
- F. No posting inside the University-Student Union, except in designated areas with the approval from the University-Student Union, Room 306.
- G. No notification may partially or completely cover another notification.
- H. The placement of table tents shall have prior approval from the jurisdiction in authority of that location.

Section 8 – Campaign Advocate Limitations

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

Clause 1 – Applicability of Rules

All campaign workers (students and immediate family) and sponsors (individuals or student organizations and their representatives) are subject to the election rules set forth in these committee codes.

Clause 2 – Responsibility for Actions.

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

Section 9 – Nature of Campaigning

No campaigning shall be done that defames another's character or is libelous. (Refer to the university free speech policy)

Section 10 – Campaign-Free Zones

- A. In the case of on-line elections, all computer labs on campus shall be campaign-free zones.
- B. In all cases the CSULA Library shall be a campaign-free zone.
- C. During electionsthere shall be no campaigning inside the line surrounding the voting area. The Elections Committee shall determine this line. In addition, there is no campaigning in the A.S.I. and C.S.I. office.

Section 11 – Approval of Candidate for Sponsorship

No individual, student organization, or their representatives, shall sponsor a candidate without written permission from the candidate. A copy of this permission shall be filed with the Elections Committee on a form provided for this purpose by the Elections Committee. This filing shall occur before any type of campaign sponsoring can happen. All sponsoring literature and materials shall be approved by the Elections Committee and shall be submitted in accordance with this code for approval.

Section 12 – Role of the JRC

The Judicial Review Committee of the Associated Students, Inc. has the power to issue warnings, levy fines, suspend campaigns, disqualify candidates, or declare an election invalid.

Section 13 – Interpretation of these Codes

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

Section 14 – 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 15 – Reporting of JRC Actions

All actions taken by the Judicial Review Committee are final and shall be reported to the B.O.D..

ARTICLE V

SLATES

Section 1 – Definition

A slate is defined as a group of candidates forming a voluntary coalition who may engage in campaign activities on behalf of the entire membership of the slate.

Section 2 – Regarding Slates

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

- A. The candidate's name and the college he/she represents, if any.
- B. All the same information noted in Article 4, Section 5, Clause 4.
- C. Specification as to which student can vote for said candidate (i.e. a student can only vote for a representative in the college that the student is enrolled) unless he/she is running for another position).
- D. The name of any endorsing organization(s)/individuals.

Section 3 - Establishment of Slates

If a slate is formed, an Intent to Establish a Slate form shall be registered with the Elections Committee prior to promoting the slate.

Section 4 - Slate Expenses

All expenses incurred for a slate shall be reported on the Slate Budget Report submitted to the PR/Elections Commissioner. The total expenses for an individual shall not exceed \$500 for executive officers and \$300 for all other candidates. The total expenses for a slate shall not total more than \$1,500.

Section 5

Grievances against a slate may result in the disqualification of the entire slate depending of the decision of the J.R.C.

ARTICLE VI

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 Committee. Such a request shall be delivered no later than 4:00 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 Committee in any of two possible ways:

Clause 1 – Randomized Order in online elections.

The order of candidate names will be randomized when each voter opens their ballot.

Clause 2 – Use of playing cards as random lot if elections are manual

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 - Write-In Candidate

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 by means of having his/her name written in on a ballot.

Section 5 – Publication of a Sample Ballot

The Elections Committee shall publish on the A.S.I. website and in a campus newspaper a sample ballot, with instructions as to the correct voting and marking procedures.

Section 6 – Issuance of a Ballot

The following procedure shall be used for electronic ballots:

- A. Students shall register with their Student I.D. number, CIN pin number, or another campus identification number as deemed appropriate, to ensure secure authentication of a student's identity. In addition, student's college of degree program will be determined.

The following procedure shall precede the issuance of all paper ballots if the election is manually held.

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

Section 7 – Secret Ballots

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

Section 8 – 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 9 – Transportation of Ballot Boxes

The Committee or designees shall take the ballot boxes to the appropriate authorities designated by the Elections Committee with the aid of Campus Police.

ARTICLE VII

POLL WORKERS

The following procedures apply only if the election is manually held (e.g. by paper ballot).

Section 1 – Selection of Poll workers

The Elections Committee shall be responsible for selection of poll worker personnel.

Section 2 – Poll Workers may be Regular Members of A.S.I.

Poll workers may be regular members of A.S.I. 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 PR/Elections Commissioner. The Elections Commissioner shall be responsible for recording time and setting work schedules. This documentation is to be submitted to the A.S.I. 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 PR/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 PR/Elections Commissioner.

ARTICLE VIII

ELECTION RESULTS

Section 1 – B.O.D. Meeting

A meeting of the B.O.D. for which the election 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

Results shall not be disclosed/announced prior to the B.O.D. meeting scheduled for that purpose.

Section 3 – Reviews

The results of the Judicial Review Committee and Elections Committee reviews of the elections shall be included in the B.O.D. meeting minutes.

Section 4 – Complaints & Resolution of Grievances

The A.S.I. 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.

All complaints regarding alleged campaign violations and balloting discrepancies shall be heard and resolved by the Judicial Review

Committee prior to the announcement of election results. Any grievance disputing the public disclosure of official results shall be filed within one business day 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 Committee may either choose to host a special election for these offices at the nearest practical date as determined by the Committee or vacate the position for appointment by the B.O.D. All recommendations must be approved by the B.O.D.

Section 7 – Counting Ballots

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

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

Electronic ballots shall be computed and then 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 Committee. The individual(s) requesting inspection shall show just cause and shall have the approval of the B.O.D. for inspection. The request shall be acted upon within two (2) weeks after approval.

ARTICLE IX

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 B.O.D. and the Judicial Review Committee. The request and just cause must be submitted in writing to the A.S.I. President and Chief Justice of the J.R.C.

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 the outcome of a recount show that the candidate originally declared the winner did in fact win, the petitioner shall pay the costs associated with the recount.

ARTICLE X

EXPENSES

Section 1 – Itemized Report

An itemized report of all campaign expenditures shall be submitted to the PR/Elections Commissioner by noon (12:00pm) 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 an itemized report can lead to disqualification and/or impact a candidate's option of holding an A.S.I. elected/appointed position in the future.

General Information:

- A. The expense cap shall include all expenditures made by the candidate, slate (if applicable), and the individual(s) or organization(s) supporting the candidate/slate.
- B. Materials donated to the candidate, shall be given a value by the Elections Committee, consistent with the current market rates.
- C. 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.
- D. Any materials or services must be documented with an original receipt attached to the candidate's Campaigning Expense Report or Slate Budget Report.
- E. The candidates' Campaign Expense Report or Slate Budget Report shall include the following:
 - 1. List of expenses incurred by the candidate/slate for the purchase of materials.
 - 2. List of expenses incurred by the candidate/slate for the purchase of services.

-
3. List of each expense incurred by all individuals or organizations (supporting the candidate/slate) for purchase of materials.
 4. List of each expense incurred by all individuals or organizations (supporting the candidate/slate) for purchase of services.
- F. Total of 1, 2, 3, and 4, shall not exceed \$500 for Executive Office and \$300 for all other candidates. Slate expenses may not exceed \$1,500.
 - G. 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.
 - H. Signature of a witness supporting good character of candidate signed in the presence of the PR/Elections Commissioner. Signature of the PR/Elections Commissioner must also be on the Campaign Expense Report.
 - I. 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 U-SU 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 for one full calendar year.

Section 3 – Expenditure Maximum

The total expenses for an individual shall not exceed \$500 for executive officers and \$300 for all other candidates. The total expenses for a slate shall not total more than \$1,500. If an individual/slate exceeds the maximum allowance it may lead to disqualification of that individual/slate.

ARTICLE XI

AMENDMENTS

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

The A.S.I. 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.

Associated Students, Inc.

EXTENDED

2011 General Election Application



Associated Students, Inc. **EXTENDED** General Election Application 2011-12

Name: _____

Major: _____ GPA: ____ . ____

Class Level (check one): Freshman Sophomore Junior Senior Graduate

- Position applying for: (only check one)
- | | |
|---|---|
| <input type="checkbox"/> Vice President for Administration <input type="checkbox"/> Vice President for Finance <input type="checkbox"/> Secretary/Treasurer <input type="checkbox"/> Community Affairs Representative-at-Large <input type="checkbox"/> Legislative Affairs Representative-at-Large <input type="checkbox"/> Campus Affairs Representative-at-Large <input type="checkbox"/> Academic Senator - Undergraduate <input type="checkbox"/> Academic Senator - Graduate | <input type="checkbox"/> College of Arts & Letters Representative <input type="checkbox"/> College of Business & Economics Representative <input type="checkbox"/> College of Engineering, Computer Science & Technology Representative <input type="checkbox"/> College of Health & Human Services Representative <input type="checkbox"/> College of Natural & Social Sciences Representative <input type="checkbox"/> Charter College of Education Representative |
|---|---|

Part I – Eligibility Verification

DIRECTIONS: For each question, please check one box. (Note: if you answer “No” to any of the questions below, please do not proceed. You may not be eligible for appointment to the Associated Students, Inc. at this time. For more information, please contact...)

1. Are you considered in GOOD STANDING with the University? Yes No
2. Have you been enrolled at Cal State L.A. for two (2) quarters prior to application? Yes No
3. Do you have a minimum 2.0 cumulative GPA during the last 12 months? Yes No
4. Are you available for scheduled meetings as specified in the application packet? Yes No
7. Do you agree to serve a minimum of two (2) hours per week physically in the ASI Offices?
(Note: Board applicants agree to be available for a minimum of eight (8) service hours per week in addition to office hours) Yes No
8. If you are a Board of Director College Representative applicant, have you declared a major for the College position you are applying for and enrolled in at least one (1) course within the College? (Note: If you are a Charter College of Education Representative, have you **declared** a major in that College?) N/A Yes No

Undergraduate applicants:

1. Have you earned at least nine (9) quarter units of academic credit per quarter at Cal State L.A. during the past 12 months prior to application (not including remedial courses)? Yes No
2. Will you be enrolled in at least nine (9) quarter units of academic credit during the quarter the election occurs (Spring 2010)? Yes No
3. Are you aware that you must be enrolled in a minimum of nine (9) units per quarter while in office? Yes No
4. Are you aware that you must maintain a 2.0 GPA each quarter while in office? Yes No
5. Have you earned less than 225-quarter units? Yes No

Graduate applicants:

1. If your BA/BS was received from Cal State L.A. within the past 3 years, have you earned a total of eighteen (18) units during your last year as an undergraduate? N/A Yes No
2. Have you earned at least eight (8) units per period of continuous attendance? Yes No
3. Will you be enrolled in at least four (4) quarter units during the term the election occurs? Yes No
4. Are you aware that you must maintain a minimum load of four (4) units per quarter? Yes No
5. Have you earned less than 75-quarter units? Yes No

Part II – Campaign Statements (Platforms)

Candidates who wish ASI to publish their campaign statements (platforms) may do so by submitting their platforms with the Elections Application. Platforms must: be submitted via e-mail or CD in a Microsoft Word file (Windows/Mac); have an accompanying hard copy (print out) of the text for submission; and conform to the word maximum restrictions:

- President Candidates: 350 word maximum
- Vice-President Candidates: 250 word maximum
- All other Candidates: 150 word maximum

Part III – Candidate Statement

I hereby acknowledge that in order to be a candidate/nominee/appointee, or to hold any position within any Cal State L.A. auxiliary organization, I must undergo compliance and eligibility checks pursuant to the corporation Bylaws, Codes of Procedures, laws and policies of Cal State L.A. and the State of California. By my signature, I acknowledge receipt of all the information contained in the Elections Application Packet. I agree that if, for any reason, I become ineligible to service in office, all work performed will be considered **voluntary**.

Signature: _____ Date: _____

Part IV – Personal/Miscellaneous Information

In order to process your application, please fill out the following sections COMPLETELY. If appointed, you are responsible for updating the Office of the Executive Director with changes in your contact information. Please be advised that all information in this section will be kept confidential. Print or type in blue/black ink.

Name: _____
Last First M.I.

Address: _____
CA _____

Telephone: Home () _____ - _____

Other () _____ - _____

Campus Identification Number (CIN) _____ - _____ - _____

E-mail address: _____@calstatela.edu

All correspondence with candidates will be through the Cal State L.A. e-mail address.

T-shirt size (circle one): S M L XL XXL

Birth Date: _____, 19____
Month Day Year

Part V – Academic Information Disclosure and Release

Under the provisions of the Family Educational Rights and Privacy Act of 1974, and the State of Student Rights and Responsibilities of California State University, Los Angeles, my signature gives permission to the Registrar's Office at California State University, Los Angeles to release the academic information listed on the Elections Application to the Director, Center for Student Involvement and the A.S.I. Elections Commissioner. I understand my signature gives permission to the Center for Student Involvement to release academic information to Associated Students, Inc. Elections Commission regarding my G.P.A. and status as a "currently enrolled & continuing student" at Cal State L.A.

Signature: _____ Date: _____

Return completed application and platform to the **Center for Student Involvement, U-SU Room 204**, by **5 pm on Friday, March 18, 2011**. Each person will receive an Application Submission Receipt as proof for turning in the Elections Application.