ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

ASI Executive Committee Agenda 24 - 08
Monday, March 4th, 2024 at 9:00am
ASI Conference Room USU 3700
https://csusm.zoom.us/j/83104550766
Posted: Wednesday, February 27th, 2024

ASI Executive Committee 23/24
Karina Ramirez Gonzalez
Chair and Chief of Staff

Moy Valdez
President & CEO
Vice Chair

Rebecca Vo
Vice President of Finance & Operations

Justin Cadiz
Vice President of Student & University Affairs

Advisors
Annie Macias
Executive Director

Ashley Fennell
Associate Executive Director

ITEM	SUBJECT	PRESENTER
01	**Call to Order** The meeting was called to order at 9:05am	Karina Ramirez Gonzalez Chair and Chief of Staff
02	**Roll Call** Present: Karina, Moy, Rebecca, Justin, Annie Absent: Ashley	Karina Ramirez Gonzalez Chair and Chief of Staff
03	**Recognition of Guests** Shannon Gallacher, ASI Government Affairs Specialist	Karina Ramirez Gonzalez Chair and Chief of Staff
04 Action	**Approval of Agenda** No edits Moy motioned to approve the agenda 2nd – Rebecca None opposed Motion Carries	Karina Ramirez Gonzalez Chair and Chief of Staff
05 Action	**Approval of Minutes** No edits Moy motioned to approve the minutes from 9/18/23 2nd – Justin None opposed Motion Carries	Karina Ramirez Gonzalez Chair and Chief of Staff
06 Information	**Open Forum** None	Karina Ramirez Gonzalez Chair and Chief of Staff
07 Discussion	**ASI Goals & Future Direction** **Description:** Discussing current goals for executive officers and future direction of ASI. **Fiscal Impact:** None Moy went over a possible new direction for ASI now that the Wellness and Recreation Facility project has been taken in a new direction. Wanted to ask the Executive team their thoughts & consider meeting with the Board of Directors to figure out a new project for ASI to carry forth? Justin – mentioned moving the Board more towards advocacy efforts and away from events; Moy agreed, citing a similar goal. Annie – mentioned the budget and that there is $1.7 million sitting that is no longer being used by the WRF project. She mentioned this would cover ASI salary increases through the next four years but doesn't include other growth for ASI; suggested that the Execs build in financials to their new goals/direction. Moy – reported that Student Affairs will likely not be prioritizing raising the ASI fee.	Moy Valdez President & CEO
08 Information	**BOD Bylaw Edits** **Description:** Changes to the responsibilities outlined in ASI Bylaws regarding Representative roles. **Fiscal Impact:** None	Moy Valdez President & CEO

	See attached for documents reviewed Annie – asked if requiring three meetings per semester is realistic? And asked how often the meetings are currently happening? Karina mentioned that most representatives are meeting with their Deans once a month and they report that information to her during bi-weekly 1:1s; Annie suggested that once the edit is official, to let the Deans know of this minimum meeting requirement to ensure they can fulfill that on their end. Justin – asked if the ASI Sustainability Representative would be able to take over the Campus Safety Walk since they would be meeting with the Office of Safety? Moy mentioned that it was not written into the Bylaws, but it could be designated by future VPSUA's to take that on if the representative is interested. Rececca – asked if there were going to be specific timed requirements for the meetings so that representatives don't do all three at once? Moy mentioned that was intended to be emphasized during BOD training rather than spelled out in the bylaws. Annie – expressed support for a deadline so that there is accountability and tracking when it comes to scholarship distribution; Karina supported Moy's position that things would be more specific in the BOD trainings and mentioned that the Chair & Chief of Staff usually tracks the BODers meetings.	
09 Information	**Review of the ASI BOD Roles and Responsibilities and Agreement Letters** **Description:** Review of changes made to the ASI BOD Roles and Responsibilities and Agreement Letters **Fiscal Impact:** None **See attached for documents reviewed** **Annie –** agreed that the additions to the Agreement Letter help to facilitate conversations with Board members when duties haven't been fulfilled without it being a call for removal	
10 Information	**Reports** None	Karina Ramirez Gonzalez Chair and Chief of Staff
11 Information	**Announcements** None	Karina Ramirez Gonzalez Chair and Chief of Staff
12 Action	**Adjournment** The meeting was adjourned at the will of the chair at 9:48am	Karina Ramirez Gonzalez Chair and Chief of Staff

* Public comment will be limited to a maximum of 5 minutes per guest. Chair will determine allocated amount per meeting.

Illeana Carmona Chavez
Illeana Carmona Chavez (Jul 1, 2024 14:22 PDT)

07/01/2024

ASSOCIATED STUDENTS, INC. OF
CALIFORNIA STATE UNIVERSITY SAN MARCOS
BYLAWS

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FOREWORD

The primary governing documents for the Associated Students, Inc. (ASI) of California State University San Marcos (CSUSM) shall be its Articles of Incorporation, Bylaws, Policies and Procedures, and applicable provisions of the California Education Code and the California Corporations Code pertaining to a nonprofit public benefit corporation. The intention of these Bylaws is to set forth the governing documents for the operation of the Associated Students, Inc. and implement the Articles of Incorporation. The ASI's Policies and Procedures shall be consistent with the Bylaws.

DEFINITIONS

The following statements clarify the expression of terms utilized throughout these Bylaws.

Academic Term: ASI will define academic term as Summer, Fall, and Spring, Winter intersession counts as spring term. These terms are from the first day of classes to the conclusion of classes. Term is interchangeable with semester.

Associated Students, Inc. (ASI): The Associated Students, Inc. of California State University San Marcos shall be referred throughout as the acronym "ASI" unless otherwise indicated.

Board of Directors (BOD): The ASI Board of Directors shall be referred throughout as the acronym "BOD" unless otherwise indicated.

Cumulative GPA: A student's overall GPA is based on the record of all baccalaureate-level or post- baccalaureate-level courses attempted by that student. A student's institutional (or Cal State San Marcos) GPA is based on the record of all baccalaureate-level or post-baccalaureate-level courses attempted by that student at Cal State San Marcos. Some degree programs may require students to achieve a minimum GPA in courses applied toward major requirements, or a minimum grade in each of these courses.

Fiscal Year: Wherever "fiscal year" is referenced, it shall refer to the time period between the first day of July and the last day of June of the following year.

Memorandum of Understanding (MOU): A memorandum of understanding is an agreement between two or more parties outlined in a formal document. It is not legally binding but signals the willingness of the parties to move forward with a contract.

Semester GPA: The grade point average (GPA) is a measure of academic scholarship and performance. The grade point average is computed by multiplying the number of units earned by the quality-point value of the grade assigned per semester.

Viewpoint Neutrality: A process in which all funding or allocation decisions governing the allocation of mandatory student association fees are made pursuant to narrow, objective, and definite standards, and which does not involve the exercise of judgment or formation of an opinion concerning the content of the event or is otherwise affected in any way by the viewpoint of a student organization or the proposed event.

University: Wherever "University" is referenced, it shall mean California State University San Marcos unless otherwise indicated.

ARTICLE 1: NAME AND COLORS

SECTION 1: NAME
The official and legal name of this corporation shall be Associated Students, Inc. of California State University San Marcos, hereinafter to be referred to as the acronym "ASI". Documents or publications communicating information about programs or services of ASI shall use this name or "ASI" on the cover in a readable size.

SECTION 2: COLORS
The official colors of ASI shall be Blue, Black, and White.

ARTICLE 2: CORPORATE LOGO

SECTION 1: ASI CORPORATE LOGO
The ASI corporate logo shall be the symbol shown below:



SECTION 2: ASI LOGO USE
The ASI Corporate Logo shall be used for all corporate official documents, certificates, and awards to symbolize the final approval and representation of ASI.

SECTION 3: ASI LOGO MODIFICATION
The ASI logo may be modified by the ASI Board of Directors, if approved by a majority vote of those directors in attendance at a regular or special meeting.

ARTICLE 3: NONPARTISAN ACTIVITIES

Associated Students, Inc. of California State University San Marcos is organized for charitable purposes, as a supporting organization, within the meaning of sections 501(c)(3) and 509(a) (3) of the United States Internal Revenue Code. No substantial part of the activities of ASI shall consist of carrying on propaganda, or otherwise attempting to intervene in any political campaign, including the publishing or distribution of statements on behalf of any candidate for public office.

ARTICLE 4: PRINCIPAL PLACE OF BUSINESS

The principal place for the transaction of business of ASI shall be:

California State University San Marcos333 South Twin Oaks Valley Road
San Marcos, California, 92096-0001

Any change of location shall be approved by a majority vote of the ASI Board of Directors.

ARTICLE 5: VISION, MISSION, AND CORE VALUES

SECTION 1: VISION STATEMENT
ASI strives to provide representation, to offer an inclusive environment, and to promote campus pride for all students at California State University San Marcos.

SECTION 2: MISSION STATEMENT

ASI serves, engages, and empowers students.

SECTION 3: CORE VALUES

Advocacy	ASI actively investigates issues and represents the student voice in the governance of the campus, community, and state.
Solidarity	ASI is committed to promoting a unified community and establishing an inclusive and supportive environment.
Integrity	ASI stays true to its commitments, maintains transparency in its actions, and upholds its accountability to students.

ARTICLE 6: MEMBERSHIP

SECTION 1: MEMBERSHIP
Membership in ASI shall be granted to all students currently enrolled at California State University San Marcos who have paid the ASI student body fee at California State University San Marcos in any regular, limited, or special session of the University.

SECTION 2: MEMBERSHIP RIGHTS
Members shall have the right to vote in ASI elections, hold office in ASI, be employed as student employees by ASI, and participate in all activities sponsored in whole or part by ASI. Members may also petition the ASI Board of Directors and appear before the ASI Board of Directors.

SECTION 3: CONDITIONS
3.1 Only students enrolled at the University and in good academic and disciplinary standing with the University shall be members of ASI.
3.2 Membership in ASI shall not be restricted on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or veteran status.
3.3 Membership in ASI shall not be transferable.

ARTICLE 7: GOVERNANCE

SECTION 1: CORPORATE GOVERNANCE
ASI has the right to self-government pursuant to the California Education Code sections 89300, 89301, and 89302, California Corporations Code section 5110 et seq. and subject to the regulations of the State of California, the Trustees of the California State University and University Rules, Regulations, and Policies.

SECTION 2: POWERS AND AUTHORITIES
The corporate powers, business, and affairs of ASI shall be exercised, controlled, and conducted

by the ASI Board of Directors and ASI Executive Officers consisting of an ASI President, an ASI Vice President of Finance & Operations, an ASI Vice President of Student & University Affairs, and an ASI Chair & Chief of Staff.

ARTICLE 8: EXECUTIVE OFFICERS AND BOARD OF DIRECTORS ELIGIBILITY

SECTION 1: ELIGIBILITY REQUIREMENTS

1.1 Students must meet the following requirements in order to be eligible for appointed officer positions on the ASI Board of Directors:

- 1.1.1 Shall be a member of ASI.
- 1.1.2 Student representatives, candidates, and incumbents for office must be in good standing at CSUSM and shall not be on any academic, disciplinary, or administrative probation as may be determined by the University in accordance with University Rules and Regulations. This status must be maintained for the duration of any member's term in office.
- 1.1.3 Maintain a minimum 2.0 CSUSM semester grade point average (GPA) in accordance with the California State University (CSU) Chancellor's Office requirements and a minimum 2.5 cumulative grade point average at CSUSM. This includes the semester prior to election or appointment to maintain the minimum CSUSM semester and cumulative CSUSM GPA requirement while in office.
- 1.1.4 Shall be a currently enrolled student at California State University San Marcos.
  - 1.1.4.1 Undergraduate student candidates:
    - 1.1.4.1.1 Must maintain at least six (6) CSUSM units per semester while running for office and must earn at least six (6) CSUSM units per semester while holding office.
    - 1.1.4.1.2 Must have completed at least one (1) semester prior to the election, earning a minimum of six (6) CSUSM units.
    - 1.1.4.1.3 Allowed to earn a maximum of 150 semester units or 125 percent of the units required for their declared baccalaureate degree(s), whichever is greater. Students holding more than this number of units will no longer be eligible for office and shall be required to immediately resign from office.
  - 1.1.4.2 Graduate and Credential student candidates:
    - 1.1.4.2.1 Must maintain three (3) CSUSM units per semester while running for office and must earn at least three (3) CSUSM units per semester while holding office.
    - 1.1.4.2.2 Must be currently enrolled in a minimum of three (3) CSUSM units to be eligible.
    - 1.1.4.2.3 Allowed to earn a maximum of 50 total semester units or 167 percent of the units required for their declared graduate degree(s) or credential, whichever is greater. Students holding more than this number of units will no longer be eligible for office and shall be required to immediately resign from office.
- 1.1.5 Coursework for which a grade of "Incomplete", "F", or "W" is recorded shall not count toward the minimum semester unit load.
- 1.1.6 The eligibility requirements set forth herein must be maintained while in office. If at any time while in office, an officer and/or director becomes subject to probation by the University of any kind, the individual will be immediately disqualified from serving as an officer and/or director and shall be required to immediately resign from office. Officer an/or director shall not be a current student employee or professional employee in any ASI entity.

1.1.7 Administrative removals will be administered and sent via letter to mailing address and email address for member in myCSUSM by the Vice President of Student Affairs Office.

1.1.8 Minimum requirements for office determined by CSU Executive Order 1068. Any exceptions must be reviewed by Vice President of Student Affairs.

SECTION 2: VERIFICATION

2.1 Any student elected or appointed to office and/or to the ASI Board of Directors shall have their eligibility requirements verified before officially taking office as set forth herein. Academic and disciplinary eligibility shall be verified prior to the start of each semester or when ASI is notified of any changes by the officer and/or director, or by the University. Academic standing shall be verified by the Registrar's Office and Disciplinary eligibility shall be verified by the Dean of Students Office. Verification shall be conducted in May, August, and January for the Spring, Summer, and Fall terms respectively. If at any time while in office an officer and/or director becomes subject to probation by the University of any kind, the individual will be immediately disqualified from serving as an officer and/or director and shall be required to immediately resign from office.

2.2 All GPA and unit requirements, including those from other institutions, must be confirmed by CSUSM and finalized prior to the ASI elections and/or open position application deadline.

SECTION 3: TERMS OF OFFICE

3.1 ASI Executive Officers and Student Representatives: Elected or appointed ASI Executive Officers and Student Representatives may serve no more than two terms in the same position and shall officially be active after the Oath of Office as set forth in ARTICLE 20.

SECTION 4: CONFLICT OF INTEREST AND ANNUAL STATEMENTS

4.1 Any students elected or appointed to an office are required to sign and abide by the Expectations and Responsibilities Agreement, Conflict of Interest Agreement and other forms as deemed necessary and appropriate by the ASI Executive Director, as ratified by the ASI Board of Directors.

4.2 The ASI Executive Director, or designated ASI professional staff member, shall have official responsibility for these documents and ASI shall maintain a current copy of each student's signed agreements on file.

SECTION 5: INELIGIBILITY TO SERVE (REMOVAL FROM OFFICE)

In the event that the Internal Operations Committee recommends the removal of a Board member, and the ASI Board of Directors concurs that member is not in compliance with any of these ASI Bylaws, this will result in that member's removal from the ASI Board of Directors, and that member shall be ineligible for appointment or election to any other ASI office as set forth in ARTICLE 24, Section 8 herein.

SECTION 6: RESIGNING FROM OFFICE

If an ASI Board member is unable to continue their duties, the ASI Board member shall immediately submit their written resignation to the ASI President. The ASI President will follow ARTICLE 11, Section 5.3 to fill the vacancy.

ARTICLE 9: EXECUTIVE OFFICERS

SECTION 1: COMPOSITION

The Executive Officers of ASI shall be the ASI President, ASI Vice President of Finance & Operations, ASI Vice President of Student and University Affairs, and ASI Chair and Chief of Staff.

SECTION 2: AUTHORITY MANAGEMENT

The ASI Board of Directors, consistent with Corporations Code Section 5213(a), may amend the authority and duties of the ASI Executive Officers.

SECTION 3: RETREAT & TRAININGS

ASI Executive Officers shall attend an officially designated ASI Executive retreat(s) in addition to the ASI Board of Directors retreat(s), planned and directed by the ASI President. ASI Staff, Employee(s), and Special Officer(s) shall not be required to attend unless determined at the sole discretion of the ASI President. Any ASI Executive Officer who fails to attend any retreat, without a prior approved absence by the ASI President, shall be subject to the procedures set forth in ARTICLE 24, Section 8 herein. The ASI President will execute notification within five (5) business days. The retreats are as follows:

3.1 ASI Executive Officer On-Boarding Process

ASI Executive Officers shall attend meetings scheduled with University Vice Presidents and various campus partners as part of the on-boarding process.

3.2 ASI Executive Officer Development Retreat

The ASI President may plan and direct the ASI Executive Officer Development Retreat before the first day of the Fall semester.

3.3 Executive Officer Mid-Year Development Retreat

At the ASI President, discretion, the ASI President shall plan and direct the ASI Executive Officer Mid-Year Development Retreat before the first day of the Spring semester.

SECTION 4: COMPENSATION

For Executive Officers to be eligible for compensation in serving in their respective offices, each must:

4.1 Serve a maximum of twenty (20) hours per week during the academic year (Fall and Spring semesters). These hours may include time spent in the ASI Board of Directors' office, in committee assignments, attending ASI and campus events, participating in the California State Student Association and other statewide advocacy, and participating in all pertinent meetings.

4.2 Serve up to fifteen (15) hours per week during the summer session.

4.3 Executive Officers shall be compensated with an hourly wage, priority registration, and term parking passes.

4.3.1 Executive Officers hours and/or efforts shall be reported on timesheets and those hours worked must be in accordance with current employment authorization on file with Human Resources. All time reported shall be true and correct and affirmed under penalty of perjury.

4.3.2 Any overtime worked must be approved in writing by the ASI Executive Director or designee prior to being performed.

4.3.3 If a parking pass is not needed, an alternative compensation will be provided. Approved alternatives form of compensation include University bookstore gift card or food meal plan.

SECTION 5: TRANSITION PLAN

Each ASI Executive Officer shall be responsible for developing and executing a successful transition plan for their office's successor. This plan would include overview of timeline, tasks, points of contact in position including but not limited to ASI advisors and campus partners, and recommendations for the roles and team development.

SECTION 6: STRATEGIC PARTNER

Each ASI student leader serves as a strategic partner with the ASI President, ASI Board of Directors, ASI Executive Director, and ASI Professional Staff in developing and implementing ASI goals, actions, strategic priorities, and initiatives.

ARTICLE 10: POWERS AND DUTIES OF THE EXECUTIVE OFFICERS AND EXECUTIVE COMMITTEE

SECTION 1: POWERS

The ASI Executive Officers shall have the authority to administer and execute the ASI Bylaws, the ASI Policies and Procedures, and any directive as may be adopted by the ASI Board of Directors.

SECTION 2: EXECUTIVE COMMITTEE MEMBERSHIP

2.1 The Executive Committee shall consist of the following members:

2.1.1 Members:

- 2.1.1.1 ASI President
- 2.1.1.2 ASI Vice President of Finance & Operations
- 2.1.1.3 ASI Vice President of Student and University Affairs
- 2.1.1.4 ASI Chair & Chief of Staff

2.1.2 Advisors:

- 2.1.2.1 ASI Executive Director
- 2.1.2.2 ASI staff representative designated by ASI Executive Director

SECTION 3: EXECUTIVE COMMITTEE DUTIES AND RESPONSIBILITIES

3.1 Maintains responsibility for the oversight of ASI. Day-to-day management of each of the functional areas of ASI is delegated to ASI professional staff, under the oversight of the Executive Director.

3.2 Makes recommendations for agenda items for the ASI Board of Directors meetings.

3.3 Acts on behalf of the ASI Board of Directors during periods when the ASI Board of Directors are not in session, including summer and winter intercessions (from the final Board meeting in April/May until the first Board meeting in August/September; from the final Board meeting in December until the first Board meeting in January/February).

3.4 Serves as a screening committee on matters of ASI, for referral to the ASI Board of Directors as appropriate.

3.5 Makes fiscal decisions for ASI limited to no more than 5% of the current annual operating budget.

3.6 Recommends Policies and Procedures, including amendments thereto, to the ASI Board of Directors for their approval.

3.7 Reviews and makes recommendations to the ASI Board of Directors about changes to the corporate structure.

3.8 Aids in the development of policy, reports, and annual highlights for ASI, including but not limited to, the ASI Annual Report.

3.9 Reviews financial and audit statements of ASI.

SECTION 4: DUTIES OF ASI PRESIDENT

4.1.1 General: The ASI President shall:

- 4.1.1 Serve as the Chief Executive Officer (CEO) for ASI.
- 4.1.2 Provide direction to and supervision of the members of the ASI Board of Directors.
- 4.1.3 Have the authority to call meetings, including special meetings, of the ASI Board of Directors and all internal ASI committees in conjunction with the Chair of that committee.
- 4.1.4 Have the authority to appoint a President's designee for any committee assignment for which the President is designated but cannot attend.
- 4.1.5 Appoint any Special Officer to the ASI Board of Directors, with ratification by the ASI Board of Directors.
- 4.1.6 Serve as a delegate, and alternative voting member, to the California State Student Association (CSSA), including traveling to and actively participating in CSSA plenary meetings at various CSU campuses. Travel to CSSA is dependent on budget allocations each fiscal year.

4.1.7 Serve as the official spokesperson and liaison of ASI to the University administration and campus community.
4.1.8 Represent California State University San Marcos at the annual Education for Leadership in Public Service Seminar hosted by the Panetta Institute at CSU Monterey Bay each summer. If the President has already participated in this seminar or is unable to attend, the President shall recommend an alternate participant to the Office of the University President.
4.1.9 Ensure that actions and decisions of the ASI Board of Directors are in accordance with the ASI's Articles of Incorporation, these Bylaws, its Policies and Procedures, and Resolutions in consultation with the ASI Executive Director and/or other designated ASI professional staff members.
4.1.10 Plan and coordinate ASI retreats and leadership trainings, in collaboration with the designated ASI professional staff members and/or the ASI Executive Director.
4.1.11 Confirm the good standing and eligibility of all members of the ASI Board of Directors, in collaboration with the designated ASI professional staff member.
4.1.12 Initiate and oversee a process to fill vacancies on the ASI Board of Directors. Selected candidates shall be ratified by the ASI Board of Directors.
4.1.13 Chair assigned committees. Duties for chairing include call for agenda items, distribute and post finalized agendas, and approve all meeting minutes of assigned committees.
4.1.14 Fulfill other duties as assigned in order to develop and implement ASI goals, actions, strategic priorities, and initiatives.

4.2 Meetings and Committees: The ASI President shall:
4.2.1 Chair the ASI Awards Committee.
4.2.2 Serve as a voting member and Vice Chair of the ASI Executive Committee.
4.2.3 Serve as a voting member and Vice Chair of the ASI Board of Directors
4.2.4 Serve as a voting member of the ASI Internal Operations Committee.
4.2.5 Serve as a voting member of the ASI Personnel Committee
4.2.6 Serve as a voting member on the following University committees as applicable, or appoint a designee if unavailable to serve:
4.2.6.1 Academic Senate
4.2.6.2 Student Fee Advisory Committee
4.2.6.4 CSUSM Corporation Board of Directors
4.2.6.5 Instructionally Related Activities (IRA) Committee
4.2.7 Serve as alternative voting member and attend monthly plenary meetings of the California State Student Association as needed
4.2.8 Attend meetings with the following individuals as needed:
4.2.8.1 CSUSM President
4.2.8.2 CSUSM Vice President of Student Affairs
4.2.8.4 Associate Vice President of Student Life
4.2.8.5 ASI Executive Director
4.2.8.6 Members of the ASI Executive Committee and ASI Board of Directors
4.2.8.7 Others as deemed appropriate and necessary

SECTION 5: DUTIES OF ASI VICE PRESIDENT OF FINANCE & OPERATIONS
5.1 General: Vice President of Finance & Operations shall:
5.1.1 Assume the duties and responsibilities of the ASI President when vacant or as delegated.
5.1.2 Serve as the Chief Financial Officer (CFO) for ASI.
5.1.3 Review the ASI Corporate Reserves Policy and make recommendations for use of continuing appropriations to the ASI Executive Board and/or ASI Board of Directors, in consultation with the ASI Executive Director and/or designated ASI professional staff members.
5.1.4 Collaborate with the ASI Executive Director and designated ASI professional staff to prepare materials for the annual ASI budget allocation process.

5.1.5 Make budget and fiscal recommendations to the appropriate ASI committees, ASI Executive Committee, and/or ASI Board of Directors, in consultation with the ASI Executive Director and/or designated ASI professional staff members.
5.1.6 Review the ASI annual budget with the ASI Board of Directors and appropriate ASI committees and maintain an updated copy of the approved budget.
5.1.7 Present reports of the financial condition of ASI to the ASI Board of Directors at their request or when deemed necessary.
5.1.8 Review and approve completed requisitions, in accordance with Policies and Procedures.
5.1.9 Coordinate the ASI Leadership Fund (ALF), in collaboration with designated ASI professional staff. This includes reviewing and updating ALF guidelines a minimum of once per year, approving ALF applications which fall within funding guidelines, and tracking distributions and balance of the fund.
5.1.10 Track and maintain balance of the Student Emergency Fund (SEF), in collaboration with designated ASI professional staff. This includes working with the SEF work group to distribute funds, as well as reviewing and updating SEF guidelines at least once a year.
5.1.11 Review and make recommendations regarding ASI space utilization and facilities to the appropriate ASI committees, ASI Executive Committee, and/or ASI Board of Directors, in consultation with the ASI Executive Director and/or designated ASI professional staff members.
5.1.12 Ensure actions and decisions of the ASI Board of Directors are in accordance with the ASI Bylaws, resolutions, and policies.
5.1.13 Recommend corporate operational policies and guidelines to the ASI Executive Committee, ASI Board of Directors, and appropriate ASI committees, in consultation with the ASI President and ASI Executive Director and/or designated ASI professional staff members.
5.1.14 Chair assigned committees. Duties for chairing include call for agenda items, distribute and post finalized agendas, and approve all meeting minutes of assigned committees.
5.1.15 Fulfill other duties as assigned to develop and implement ASI goals, actions, strategic priorities, and initiatives.

5.2 Meetings and Committees: The ASI Vice President of Finance & Operations shall:
5.2.1 Chair the ASI Internal Operations Committee.
5.2.2 Chair the appropriate subcommittees designated by the ASI President.
5.2.3 Serve as a member of the ASI Executive Committee.
5.2.4 Serve as a member of the ASI Board of Directors.
5.2.5 Serve as a member of the ASI Personnel Committee.
5.2.6 Serve as a member of the Joint Audit Committee.
5.2.7 Serve as a member of the Student Fee Advisory Committee
5.2.8 Attend meetings with the following individuals as needed:
5.2.8.1 CSUSM Vice President of Finance and Administrative Services and/or designee
5.2.8.2 ASI President
5.2.7.3 ASI Executive Director and/or Designated ASI professional staff members
5.2.7.4 Other campus partners as deemed appropriate and necessary
5.2.7.5 Other ASI Board of Directors members as deemed appropriate and necessary

SECTION 6: DUTIES OF ASI VICE PRESIDENT OF STUDENT AND UNIVERSITY AFFAIRS
6.1 General: The ASI Vice President of Student and University Affairs shall:
6.1.1 Serve as the official government relations liaison on behalf of ASI to the campus and local community to oversee student issues and advocacy related matters.
6.1.2 Serve as the official delegate and voting representative to the California State Student Association (CSSA), including traveling to and actively participating in

monthly CSSA plenary meetings at various CSU campuses. Travel to CSSA is dependent on budget allocations each fiscal year.

6.1.3 Update and inform the ASI Student Advocacy Committee and/or ASI Board of Directors regarding relevant issues, policies, and legislation in the California State University (CSU) system, California State Student Association (CSSA), and California State Legislature, which have potential impact on CSU students.

6.1.4 Consult with the ASI President, ASI Student Advocacy Committee, and/or Board of Directors as appropriate on informational and action items of CSSA.

6.1.5 Coordinate student participation in campus and CSU-wide initiatives that advocate for CSU students consistent with the ASI's Articles of Incorporation, these Bylaws, the rules and regulations applicable to the ASI, and the laws of the State of California.

6.1.6 Coordinate and ensure the success of Lobby Corps in engagement in legislative advocacy

6.1.7 Work in collaboration with Campus Activities Board Specialist to educate and inform campus community about voter education and registration efforts including National Voter Registration Day and Election Day events.

6.1.7 Ensure that ASI travel policy, paperwork, and guidelines are followed when arranging travel to CSSA meetings and other off-campus meetings and events. Consult with the Designated ASI Professional Staff as needed for guidance.

6.1.8 Author resolutions for consideration by the ASI Board of Directors, in collaboration with Board representatives and the ASI Student Advocacy Committee.

6.1.9 Meet on an as-needed basis with each student representative on the ASI Board of Directors or students at large to discuss student and university issues and develop advocacy action plans as appropriate. Consultation with ASI Professional Staff is encouraged prior to meetings.

6.1.10 Chair assigned committees. Duties for chairing include call for agenda items, distribute and post finalized agendas, and approve all meeting minutes of assigned committees.

6.1.11 Fulfill other duties as assigned to develop and implement ASI goals, actions, strategic priorities, and initiatives.

6.2 Meetings and Committees: The ASI Vice President of Student and University Affairs shall:

6.2.1 Chair the ASI Student Advocacy Committee.

6.2.2 Serve as a member of the ASI Executive Committee.

6.2.3 Serve as a member of the ASI Board of Directors.

6.2.4 Serve as a member of the ASI Personnel Committee.

6.2.5 Serve as a voting member of the California State Student Association (CSSA).

6.2.6 Serve as the student designee on the City of San Marcos committee and neighborhood relations as needed.

6.2.7 Attend Academic Senate meetings at the designation of the ASI President and serve as voting member.

6.2.8 Serve as a representative on the Student Fee Advisory Committee (SFAC) convened by the CSUSM Vice President of Student Affairs should the ASI President be unable to attend.

6.2.9 Attend meetings with the following individuals as needed:

6.2.9.1 CSUSM Vice President of Student Affairs and/or Dean of Students

6.2.9.2 CSUSM Provost and Vice President for Academic Affairs

6.2.9.3 ASI President

6.2.9.4 ASI Executive Director and/or Designated ASI Professional Staff

6.2.9.5 6.2.9.6 Other campus partners as deemed appropriate and necessary

6.2.9.7 Other ASI Board of Directors members as deemed appropriate and necessary.

SECTION 7: DUTIES OF THE ASI CHAIR AND CHIEF OF STAFF

7.1 General: The Chair & Chief of Staff shall:

7.1.1 Have working knowledge of all these Bylaws, ASI Board of Directors processes, ASI's Policies and Procedures, and any other Rules and Regulations that may be applicable to ASI.

7.1.2 Have proficiency in running meetings using Robert's Rules of Order, Newly Revised.

7.1.3 Call for agenda items for the ASI Board of Directors, ASI Executive Committee, ASI Personnel Committee, and other committees as designated by the ASI President.

7.1.4 Distribute and post finalized agendas for the ASI Board of Directors, ASI Executive Committee, ASI Personnel Committee, and other assigned committees as required by the Gloria Romero Open Meeting Act.

7.1.5 Approve all meeting minutes of the ASI Board of Directors, Executive Committee, and other assigned committees.

7.1.6 Serve as liaison to ASI Board of Directors matters to the ASI Executive Officers.

7.1.7 Serve as lead to the student representatives on the ASI Board of Directors, meeting regularly with each representative to ensure completion of office hours, attendance at committee meetings, and outreach to constituents.

7.1.8 Work in collaboration with ASI Executive Officers to appoint ASI Board of Directors members and student representatives to internal ASI Committees and University Committees, as requested by the Academic Senate, Office of the University President, and other campus partners. Appointees to the ASI Elections Committee must be ratified by the ASI Board of Directors.

7.1.9 Remove student representatives from ASI and University Committees when they fail to meet expectations of committee attendance and participation. ASI Board of Directors members who fail to meet requirements of position will be brought to Internal Operations Committee for removal per ARTICLE 24, Section 8.

7.1.10 Assist the ASI President in organizational matters related to the ASI Board of Directors and other ASI committees as appropriate.

7.1.11 Assist with the recruitment of students and the organization of interviews for open and/or appointed positions on the ASI Board of Directors.

7.1.12 Assist in maintaining transition plans for the ASI Board of Directors.

7.1.13 Fulfill other duties as assigned to develop and implement ASI goals, actions, strategic priorities, and initiatives.

7.2 Meetings and Committees: The Chair & Chief of Staff shall:

7.2.1 Attend meetings with the following individuals as needed:

- 7.2.1.1 ASI President
- 7.2.1.2 ASI Executive Officers
- 7.2.1.3 ASI Executive Director and/or Designated ASI Professional Staff
- 7.2.1.4 Members of the ASI Board of Directors

7.2.2 Chair the ASI Board of Directors

7.2.3 Chair the ASI Executive Committee

7.2.4 Chair of the ASI Personnel Committee

7.2.5 Chair other committees as designated by the ASI President

ARTICLE 11: BOARD COMPOSITION, SELECTION, DEVELOPMENT AND VACANCY

SECTION 1: COMPOSITION

The ASI Board of Directors shall be composed of the voting members hereinafter to be called Executive Officers, Special Officers, and Representatives.

SECTION 2: DIRECTORS, ADVISORS AND STANDING REPRESENTATIVES

2.1 Voting Members:

2.1.1 Chair & Chief of Staff
2.1.2 ASI President
2.1.3 Vice President of Finance and Operations
2.1.4 Vice President of Student and University Affairs
2.1.5 College of Humanities, Arts, Behavioral, and Social Sciences Representatives
2.1.6 College of Business Administration Representatives
2.1.7 College of Education, Health, and Human Services Representatives
2.1.8 College of Science, Technology, Engineering, and Mathematics Representatives
2.1.9 Diversity, Equity, and Inclusion Representatives
2.1.10 Sustainability Representative
2.1.11 Veterans Student Representative

2.2 Non-Voting Members:
Advisors:
2.2.1 ASI Executive Director
2.2.2 ASI staff representative designated by the Executive Director

2.3 Standing Representatives:
2.3.1 CSUSM President or Designee
2.3.2 CSUSM Vice President of Finance and Administrative Services or Designee
2.3.3 Alumni Association Representative
2.3.4 Academic Senate Chair or Designee
2.3.5 CSUSM Corporation Staff Representative

SECTION 3: SELECTION

3.1 The ASI Board of Directors, excluding any Special Officers, shall be elected by a vote of the members of ASI as outlined in Article 6 of these ASI Bylaws. The General Election is to be held a week prior to spring break, each spring term, unless otherwise stipulated in these ASI Bylaws.
3.1.1 All Executive Officers, and each Student Representative-at-Large shall be elected by the student body at large.
3.1.2 All College Representatives shall be elected only by their respective college constituency.
3.1.3 Standing Representatives shall be appointed by a designator (i.e., Alumni Association appointing a representative).

3.2 Special Officers shall be appointed by the ASI President and not elected as set forth in ARTICLE 13, Section 2 herein.

3.3 The ASI Board of Directors may recommend additional rules, regulations, and procedures for ASI Elections to the ASI Elections Committee.

SECTION 4: TRAINING AND LEADERSHIP DEVELOPMENT

All voting members of the ASI Board of Directors are required to attend mandatory retreats. ASI staff attendance at ASI Board of Directors trainings shall be at the ASI President's discretion, except for the All-ASI Development Retreat and ASI Mid-Year Retreat. The dates shall be approved by incoming ASI Board of Directors and are subject to change by a unanimous vote. A Board member who fails to attend any retreat and/or training will be subject to removal as provided by ARTICLE 24, Section 8 herein. The ASI President will notify the ASI Board member of potential removal within five (5) business days following a retreat or training. ASI President may excuse absences at their discretion and member would not be subject to removal process. The mandatory retreats and trainings are as follows:

4.1 ASI Board of Directors Transition Process and Training
Following the election of the new ASI Board of Directors, a mandatory transitional process and training shall be held at least two (2) weeks prior to the transition of formal authority.

All incumbent Board members and Board member-elects shall meet during this transition time to further their knowledge of ASI and their respective positions. Each officer-elect, representative-elect, incumbent officer and incumbent representative shall attend the last ASI Board of Director's meeting of the spring semester. The Oath of Office shall be administered at this ASI Board of Director's meeting. Official Authority of the Members-elect of the ASI Board of Directors shall commence with outgoing officers relieved of their duties after the oath.

4.2 ASI Board of Directors Training

A mandatory training shall be held the week prior to all-ASI development training & retreat. All Board members will use this time to further their knowledge of ASI, Board of Directors, and their respective positions. Each officer shall receive training dates in the elections packet or during application process.

4.3 All-ASI Development Retreat

A mandatory retreat shall be held during the week prior to the start of the fall semester. Mandatory attendees shall include all members of the ASI Board of Directors as well as other student and staff employees of ASI. Specific dates of this retreat shall be determined prior to the ASI General Election and included in election materials.

4.4 ASI Board of Directors Mid-Year Development Retreat

A mandatory retreat shall be held within the first two weeks of the beginning of the spring semester. Mandatory attendees shall include all members of the ASI Board of Directors.

4.5 Leadership, Ethics, Awareness, Professionalism Training Program

ASI Board members shall attend LEAP Training sessions during the academic year unless class conflicts arise. ASI President may excuse one attendance at training and Board member shall attend a similar training in lieu of planned sessions.

SECTION 5: VACANCY

Any vacancy in an elected or appointed position on the ASI Board of Directors shall be filled by special election or appointment, in accordance with the following:

5.1 Any person appointed or elected shall meet the qualifications as stated in ARTICLE 8, Section 1, Eligibility, and any other qualifications as stated in these ASI Bylaws and any other provision as set forth herein for a vacant position.

5.2 Any person appointed or elected to fill a vacancy shall hold the position for the unexpired term of their predecessor and shall be subject to the power of removal or recall.

5.4 Applications shall be screened, and interviews shall be conducted using criteria appropriate for fulfilling the requirements of the vacant position, as determined by the ASI President, and shall coordinate the interview process in coordination with ASI Professional Staff.

5.5 In the event of a vacancy of the ASI President, succession shall be given to the ASI Vice President of Finance & Operations. The vacant Vice President of Finance & Operations office shall be filled in accordance with this section.

5.6 In the event both the President and Vice President of Finance & Operations offices are vacant, a special election shall be conducted. The ASI Board of Directors shall appoint an interim President until the special election has concluded and the person has taken the Oath of Office.

5.7 The resigning member shall not be eligible for reapplication to a different ASI Board of Director Position for that academic year unless the individual is assuming the role of an Executive Officer position.

ARTICLE 12: POWERS AND DUTIES OF THE ASI BOARD OF DIRECTORS

SECTION 1: POWERS

The ASI Board of Directors shall have the authority to determine the goals, policies and procedures, and governing practices of ASI.

SECTION 2: GOVERNANCE AUTHORITY

The ASI Board of Directors shall have the power and authority to do the following:

2.1 Govern the operation of ASI and approve policies and procedures in accordance with the Articles of Incorporation, these Bylaws, the laws of the State of California, and the rules, regulations and policies of the Trustees and the Chancellor of the California State University, and the California State University San Marcos. The ASI Board of Directors shall have the authority to amend the Articles of Incorporation and Bylaws to implement any law and/or regulations that may affect the ASI.

2.2 Adopt policies that carry out the intent of these Bylaws with specific rules, procedures, and position descriptions.

2.3 Pass Resolutions by a majority vote of the voting membership.

2.4 Incur indebtedness and set a schedule of charges for the conduct of business. Terms and the amounts shall be entered in the meeting minutes of the ASI Board of Directors.

2.5 Approve and terminate the services of professional agents such as attorneys and/or accountants and determine their scope of work as may be deemed necessary.

2.6 Keep records of minutes noting all the acts and proceedings of ASI.

2.7 Prepare, amend, and present the Annual Budget of ASI to the President of the University.

2.8 Take other action as may be authorized and directed by law.

2.9 Receive and consider reports from all officers of ASI, advisors of ASI, and any other agent or employee deemed necessary.

2.10 Any decisions which change the organizational structure or scope of services of ASI shall be approved by the ASI Board of Directors. All actions shall be documented in minutes available to all Board members and posted on ASI's website.

SECTION 3: DUTIES AND RESPONSIBILITIES

3.1 The ASI Board of Directors meetings shall serve as a venue for voicing student and University community opinions and ideas, taking action on items as deemed appropriate.

3.2 The ASI Board of Directors shall make recommendations to the University President, based on informed and strategic advocacy on behalf of students.

3.3 The ASI Board of Directors shall consider Resolutions. Approval of resolutions is based on a majority vote of the voting membership.

3.4 Upon review of the recommendations by the Internal Operations Committee, the ASI Board of Directors shall approve any changes to the ASI's Articles of Incorporation and Bylaws.

3.5 Upon review of the recommendations by the Internal Operations Committee, the ASI Board of Directors shall annually approve the ASI Master Budget. The ASI Board of Directors shall also approve any mid-year changes to the budget in excess of 5% of the annual budget.

3.6 The ASI Board of Directors shall annually review the ASI's United States Internal Revenue Service 990 Tax Forms.

3.7 The ASI Board of Directors shall ratify new members of the ASI Board of Directors, as well as any Committee members required by University process.

3.8 The ASI Board of Directors shall support and advocate on behalf of all ASI programs and activities.

3.9 **Representation:**

- 3.9.1 Represent views, issues, and concerns of the members of their constituency.
- 3.9.2 Commit to creating a sustainable campus environment for the student population.
- 3.9.3 Represent the student body at large in the decisions and discussions of the ASI Board of Directors.

3.10 **Constituent Outreach:**

- 3.10.1 Seek out the concerns, desires, and opinions of the general student body.
- 3.10.2 Present resolutions to the ASI Board of Directors regarding any issues that pertain

to the general student body and which ASI may have the power to address.

3.10.3 Ensure the activities, actions, and policies of ASI are implemented in the interests of the students of California State University San Marcos and/or ASI.

3.10.4 Work with proper administration to comply with and promote mandated sustainable practices within ASI and the University as a whole.

3.11 **Budget:**

3.11.1 Maintain responsibility for expenditures of their respective budget and practice proper spending based on college-related or constituent-related representation and outreach efforts.

3.11.2 In coordination with the designated ASI Professional Staff assess their budget annually and revise as necessary.

3.12 **Committees:**

3.12.1 Board members shall have committee participation duties on committees within ASI committees and within the University committees.

3.13 **ASI and General Student Representation Visibility:**

3.13.1 Participate in ASI events and activities promoting ASI programs and services to the CSUSM student body.

3.13.2 Utilize such events to promote service and advocacy efforts as an ASI Representative.

3.13.3 Recommended to attend and/or participate in at least three (3) ASI events or programs per semester.

SECTION 4: COMPENSATION

4.1 Board members are recommended to serve a maximum of ten (10) hours per week within the following breakdown: A minimum of two (2) hours must be served in the ASI Board of Director's office within posted business hours of the ASI office. These hours may be completed on two (2) separate days of the week. Additionally, other hours may be served on committees, student representation tasks, and working at ASI and other campus organization events. This includes attendance at ASI Board of Directors meetings and committee assignments.

4.2 Board members shall receive priority registration, a semester scholarship, and a semester University parking pass while in office. If parking pass is not needed, an alternative compensation offer will be provided. Approved alternatives compensations include University bookstore gift card or food meal plan. Alternative compensation may be identified in emergency situations.

4.2.1 Scholarship will be awarded at conclusion of semester in office.

SECTION 5: COLLEGE REPRESENTATION

In the event that the University officially establishes a new college, that college shall receive one (1) seat on the ASI Board of Directors by default.

SECTION 6: DUTIES OF THE COLLEGE REPRESENTATIVES

As elected members of the ASI Board of Directors, College Representatives (colleges as identified in the CSUSM campus catalog) have an affirmative duty to fulfill their entrusted obligations to the students of California State University San Marcos and ASI, including the following:

6.1 **Representative Obligation:**

6.1.1 Represent views, issues and concerns of the members of their constituency.
6.1.2 Address issues of inequity and social injustice that affect their constituents.
6.1.3 Commit to creating an inclusive environment within their college.
6.1.4 Represent their respective college constituents in the decisions and discussions of the ASI Board of Directors as well as in appointed committees and spaces.
6.1.5 Fulfill other duties as assigned to develop and implement ASI goals, actions, strategic priorities, and initiatives.

6.2 **Constituency Outreach and Meetings:**
6.2.1 Consult and cooperate with all organizations within their constituency and seek out the concerns, desires, and opinions of their respective college, inclusive of all majors within their college.
6.2.2 Present resolutions to the ASI Board of Directors for consideration regarding any issues that pertain to their respective college and which ASI may have the power to address.
6.2.3 Ensure the activities, actions, and policies of ASI are implemented in the interests of the students of California State University San Marcos and/or ASI.
6.2.4 Serve as liaisons to student organizations with affiliations to their college.
6.2.5 Meet with the appropriate student organizations, classes, and campus partners to present issues and concerns of their college constituents.
6.2.6 Assist in college graduation and recognition ceremonies, as requested.

6.3 **Committees:**
6.3.1 Board members shall have participation duties on committees within ASI committees and within the University committees.

6.4 **College Meetings:**
6.4.1 Meet with the appropriate College Dean or College Designated Representative at minimum three times each Fall and Spring semestersto present issues and concerns of their college constituents. Work to address student concerns and issues.
6.4.2 Meet with the appropriate department Chairs to present ideas, issues and concerns of their college constituents.
6.4.3 Collaborate to participate in at least one (1) event or effort to aide in student outreach or education related to the college per semester.

6.5 **Reports:**
6.5.1 Submit a Report at a time specified by the ASI Chair & Chief of Staff to the ASI Board of Directors about representative obligations, consistency outreach and meetings, committees, and college meetings as noted above. The report shall be posted on the ASI website.
6.5.2 During the Board of Directors meetings give verbal reports on the following: : committee assignments (including how they represented their constituency in said committee), progress on any events/action items and constituent outreach, and highlight relevant issues and concerns related to their specific college.

SECTION 7: DUTIES OF THE SUSTAINABILITY REPRESENTATIVE
As an elected member of the ASI Board of Directors, the Sustainability Representative shall have the following duties and responsibilities:

7.1 **Representative Obligation:**

7.1.1 Represent views, issues, and concerns of the members of their constituency.

7.1.2 Commit to creating a sustainable campus environment for the student population and campus community.

7.1.3 Represent the student body at large in the decisions and discussions of the ASI Board of Directors as well as in appointed committees and spaces.

7.1.4 Fulfill other duties as assigned to develop and implement ASI goals, actions, strategic priorities, and initiatives

7.2 **Constituency Outreach and Meetings:**

7.2.1 Seek out the concerns, desires, and opinions of the general student body.

7.2.2 Present resolutions to the ASI Board of Directors regarding any issues that pertain to the general student body and which ASI may have the power to address.

7.2.3 Ensure the activities, actions, and policies of ASI are implemented in the interests of the students of California State University San Marcos and/or the ASI.

7.2.4 Work with proper administration to comply with and promote mandated sustainable practices within ASI and the University as a whole.

7.2.5. Meet with the Office of Safety, Health, and Sustainability, other appropriate campus partners,and student organizations at minimum three times each per Fall and Spring semesters to present issues and concerns of their constituents as they relate to sustainability.

7.2.6 Serve on committees related to sustainability efforts to represent the student perspective, when applicable.

7.4 **Committees:**

7.4.1 Board members shall have committee participation duties on committees within ASI committees and within the University committees.

7.5.2 Serve as Chair for Sustainability Projects Committee

7.5 **Reports:**

7.5.1 Submit a Report at a time specified by the ASI Chair & Chief of Staff to the ASI Board of Directors about representative obligations, consistency outreach and meetings, committees, and meetings as noted above. The report shall be posted on the ASI website.

7.5.2 Give verbal reports on the following during Board of Directors meetings: committee assignments (including how they represented their constituency in said committee), progress on any events and constituent outreach, and highlight relevant issues and concerns related to their specific college.

SECTION 8: DIVERSITY, EQUITY, AND INCLUSION REPRESENTATIVES

As elected members of the ASI Board of Directors, the Diversity, Equity and Inclusion Representatives will have an affirmative duty to fulfill their entrusted obligations to the students of California State University San Marcos and the ASI, including the following:

8.1 **Representative Obligation:**

8.1.1 Represent views, issues, and concerns of the members of their constituency.

8.1.2 Assess, advocate for, and educate on the issues and needs of underrepresented and underserved campus communities in the discussions and decisions of the ASI Board of Directors.

8.1.3 Address issues of inequity and social injustice that affect their constituents.
8.1.4 Commit to creating an inclusive campus climate at CSUSM.

8.2 **Constituency Outreach and Meetings:**

8.2.1 Seek to understand the concerns, desires, needs, and opinions of the underrepresented and underserved communities of CSUSM.

8.2.2 Present resolutions to the ASI Board of Directors for consideration on social justice issues that pertain to the general student body and which ASI may have the power to address.

8.2.3 Ensure the activities, actions, and policies of ASI are implemented in the interests of the students of California State University, San Marcos and/or ASI.

8.2.4 Meet with campus partners regarding social justice/campus climate issues at minimum three times each Fall and Spring semesters. Such as (but not limited to) the following offices: The Office of Inclusive Excellence, Cross Cultural Center, LGBTQA Pride Center, Women & Gender Equity Center, Latin@ Center, Black Student Center, Disability Support Services, Educational Opportunity Program (EOP), National Latino Research Center, DREAMers Resource Office, Project Rebound, Global Education, American Language and Culture Institute, TRIO Student Support Services, the College Assistance Migrant Program (CAMP), ACE Scholars Services, California Indian Culture and Sovereignty Center, and others as deemed appropriate.

8.3 **Committees**

8.3.1 Board members shall have committee participation duties on committees within ASI committees and within the University committees.

8.4 **Reports:**

8.4.1 Submit a Report at a time specified by the ASI Chair & Chief of Staff to the ASI Board of Directors about representative obligations, consistency outreach and meetings, committees, and college meetings as noted above. The report shall be posted on the ASI website.

8.5.2 Give verbal reports on the following during Board of Directors meetings: committee assignments (including how they represented their constituency in said committee), progress on any events and constituent outreach, and highlight relevant issues and concerns related to their specific college.

ARTICLE 13: SPECIAL OFFICERS

SECTION 1: COMPOSITION

The ASI may have Special Officers, such as the Veterans Student Representative.

SECTION 2: SPECIAL OFFICER SELECTION

At the ASI President's sole discretion, the ASI President shall appoint all Special Officers subject to approval by the ASI Board of Directors at a regular or special meeting by an affirmative vote of two-thirds (2/3) of the members of the ASI Board of Directors.

SECTION 3: AUTHORITY MANAGEMENT

The ASI Board of Directors shall have the authority and responsibility to specify the duties of all Special Officers.

ARTICLE 14: DUTIES OF THE SPECIAL OFFICERS

SECTION 1: DUTIES OF THE VETERANS STUDENT REPRESENTATIVE

As an appointed member of the ASI Board of Directors, the Veterans Student Representative will have an affirmative duty to fulfill their entrusted obligations to the students of California State University San Marcos and ASI, including the following:

1.1 **Representative Obligation:**

1.1.1 Represent views, issues, and concerns of the members of their constituency.

1.1.2 Assess, advocate for, and educate on the issues and needs of students and campus communities in the discussions and decisions of the ASI Board of Directors.

1.1.3 Commit to creating an inclusive and welcoming campus climate at CSUSM for our veteran and military student population.

1.2. **Constituency Outreach and Meetings:**

1.2.1 Seek to understand the concerns, desires, needs, and opinions of veterans and active-duty military communities of CSUSM.

1.2.2 Present resolutions to the ASI Board of Directors for consideration on issues that pertain to military/veteran students in which ASI may have the power to address.

1.2.3 Ensure the activities, actions, and policies of ASI are implemented in the interests of the students of California State University, San Marcos and/or ASI.

1.2.4 Meet with ASI and University staff, administrators, faculty, and students regarding pertinent issues at minimum three times each Fall and Spring semesters. Staff and administrators may include but is not limited to the Veterans Center Director, Veterans Services Coordinator, Director of Disability Support Services, and Chief Diversity Officer, and others as deemed appropriate.

1.3 **Committees:**

1.3.1 Board members shall have committee participation duties on committees within ASI committees and within the University committees.

1.4 **Reports:**

1.4.1 Submit a Report at a time specified by the ASI Chair & Chief of Staff to the ASI Board of Directors about representative obligations, constituent outreach and meetings, committees, and college meetings as noted above. The report shall be posted on the ASI website.

1.4.2 Give verbal reports on the following during Board of Directors meetings: committee assignments (including how they represented their constituency in said committee), progress on any events and constituent outreach, and highlight relevant issues and concerns related to their specific college.

ARTICLE 15: MEETINGS

SECTION 1: MEETING PROCEDURES

1.1 All meetings of the ASI Executive Committee, Board of Directors, Standing Committees, and Ad Hoc Committees shall be conducted in accordance with all applicable laws of the State of California including but not limited to the Gloria Romero Open Meetings Act of 2000 as contained in the California Education Code section 89305 et seq.

1.2 All ASI meetings shall be conducted by the current edition of *Robert's Rules of Order, Revised*.

1.3 All meetings of the ASI Executive Committee, ASI Board of Directors, ASI Standing Committees, and ASI Ad Hoc Committees shall be open and held in public, and all persons

shall be permitted to attend meetings except for closed sessions held in accordance with California Education Code section 89307.

1.4 Written notice of all ASI Executive Committee, ASI Board of Directors, ASI Standing Committees, and ASI Ad Hoc Committees meetings shall be posted at least seventy-two (72) hours prior to the commencement of the meeting. An agenda containing a brief description of each item of business to be transacted or discussed, including closed session items shall be included in the notice.

1.5 The ASI Executive Committee shall act on Associated Students, Inc. matters and fulfill the official powers of the ASI Board of Directors during summer sessions and winter intercession.

1.6 All actions of ASI Executive Committee, ASI Board of Directors, ASI Standing Committees, and ASI Ad Hoc Committees shall be recorded in meeting minutes.

SECTION 2: CLOSED SESSION

The ASI Board of Directors and/or any ASI Committees can add closed session items to the agenda for a meeting or a portion of a meeting in which the meeting and/or item is closed to all but the members of said committee including advisors and standing Representatives.

SECTION 3: SPECIAL AND EMERGENCY MEETINGS

Special meetings of the ASI Board of Directors, ASI Executive Committee, or ASI Committees may be called at any time by the presiding officer of the respective committee or by a majority of the membership of the respective committee in accordance with California Education Code section 89306.5. Emergency meetings may only be called in accordance with California Education Code section 89306.5.

SECTION 4: AGENDAS AND MINUTES

4.1 The Chair of all ASI Committees shall prepare agendas and minutes, in coordination with designated ASI professional staff.

4.2 Agendas and minutes for the ASI Board of Directors and ASI Executive Committee shall be kept via hardcopy and electronically.

4.3 Agendas and minutes for all other ASI Committees shall be kept electronically.

4.4 Every agenda for all ASI Board of Directors and committee meetings at minimum shall include:

- Call to order
- Roll Call
- Recognition of Guests
- Approval of Agenda
- Approval of Minutes (if applicable)
- Open Forum
- Any applicable agenda items with brief descriptions (action, information, discussion, reference materials, presentation)
- Reports (Board of Directors only required)
- Announcements
- Adjournment

SECTION 5: QUORUM

A quorum of the ASI Board of Directors, ASI Executive Committee, ASI Standing Committees, and/or ASI Ad Hoc Committees shall be fifty percent plus one voting members in attendance.

SECTION 6: VOTING

Members of the ASI Board of Directors shall have one (1) vote each. Members of ASI Committees shall have one (1) vote each. Standing Representatives and/or advisors are not voting members of the ASI Board of Directors, Executive Committee, Standing Committees, or Ad Hoc Committees.

SECTION 7: USE OF PROXIES
Proxies shall not be allowed for any committee including but not limited to the ASI Board of Directors, Executive Committee, Standing Committees, and any Ad Hoc Committee.

ARTICLE 16: PARLIAMENTARIAN

The ASI Chair and Chief of Staff may appoint a Parliamentarian with duties consistent with the current edition of *Robert's Rules of Order*.

ARTICLE 17: RESOLUTIONS

SECTION 1: DEVELOPING RESOLUTIONS
Resolutions formally express the opinion of the ASI Board of Directors as a whole. Resolutions may be authored by any ASI Board of Directors member but should be coordinated with the ASI Vice President of Student & University Affairs as stated in ARTICLE 10, Section 6.1.8.

SECTION 2: RESOLUTIONS APPROVALS
Resolutions must be reviewed and approved by the ASI Student Advocacy Committee prior to review and final approval by the ASI Board of Directors as stated in ARTICLE 19, Section 2.2.3.

ARTICLE 18: COMMITTEES

SECTION 1: COMMITTEE ESTABLISHMENT
During the term of office, the ASI President shall, with the approval of the ASI Board of Directors by a majority vote, have the authority to establish new Standing and Ad Hoc Committees necessary to assist the ASI Board of Directors in the governance of ASI. The ASI President may appoint a short-term work group or task force to assist ASI in accomplishing a specific goal or task. Each committee established by the ASI Board of Directors shall have a written charge statement describing its purpose and authority and other relevant information. Committees having authority to act on behalf of the Board shall be composed exclusively of Board members.

SECTION 2: COMMITTEE MEMBERSHIP AND SELECTION
Members of ASI committees shall be as follows:

2.1 Voting Members:
- 2.1.1 The ASI Chair & Chief of Staff shall appoint members to each committee.
- 2.1.2 Appointments to the ASI Elections Committee require approval by the ASI Board of Directors.

2.2 Advisors and Standing Representatives:
- 2.2.1 Each committee will have at least one ASI professional staff advisor appointed by the ASI Executive Director, with the exceptions of the ASI Personnel Committee and ASI Elections Committee.
- 2.2.2 Standing Representatives may also be included in committee membership based on recommendation from the Committee Chair, ASI Chair and Chief of Staff, or ASI Executive Director.

SECTION 3: COMMITTEE OFFICERS
The Officers of ASI Committees shall have the following responsibilities:

3.1 The Chair of any ASI Committee shall prepare and cause to be posted in accordance with the requirements of California Education Code section 89305.5, conduct meeting efficiently within the prescribed estimated time for the meeting, help foster participation during meetings, and all relevant information to be discussed and considered at the meetings to ensure effective decisions are made and implemented. The Chair of an ASI Committee, excluding the ASI Board of Directors and ASI Executive Committee, shall only vote in the

event of a tie.

3.2 If the Chair is unable to attend a meeting of an ASI Committee, the Vice Chair shall assume the responsibilities of the Chair.

SECTION 4: STANDING COMMITTEES

4.1 Standing Committees shall include but are not limited to the following: ASI Student Advocacy Committee, ASI Executive Committee, ASI Internal Operations Committee, ASI Sustainability Projects Committee, ASI Personnel Committee, ASI Elections Committee, ASI Awards Committee, and Joint Audit Committee.

4.2 Except as provided in these Bylaws, Standing Committees shall be advisory to the ASI Board of Directors and subject to the direction of the ASI Board of Directors.

SECTION 5: AD HOC COMMITTEES

5.1 Ad Hoc Committees shall be advisory and subject to the direction of the ASI Board of Directors.

ARTICLE 19: STANDING COMMITTEES

SECTION 1: INTERNAL OPERATIONS COMMITTEE

1.1 The Internal Operations Committee shall consist of the following members:

1.1.1 Voting Members:

1.1.1.1 ASI Vice President of Finance & Operations

1.1.1.2 ASI President

1.1.1.3 Four (4) members of the ASI Board of Directors

1.1.1.4 Four (4) students at large

1.1.2 Advisors:

1.1.2.1 ASI Executive Director

1.1.2.2 ASI Professional Staff designated by the ASI Executive Director

1.1.2.3 University CFO or Designee

1.1.3 Officers:

1.1.3.1 The Chair of the Committee shall be the ASI Vice President of Finance & Operations

1.1.3.2 The Vice Chair of the Committee shall be the ASI President

1.2 **Internal Operations Committee Duties and Responsibilities:**

1.2.1 Review proposed budgets for annual allocation process.

1.2.2 Make recommendations to the ASI Board of Directors regarding the ASI annual budget allocation.

1.2.3 Give consideration and attention to financial matters brought to the Internal Operations Committee, when appropriate.

1.2.4 Review and make recommendations to the ASI Board of Directors regarding changes greater than five percent (5%) to the current annual operating budget, including transfer of funds from corporate reserves.

1.2.5 May review ASI Resolutions prior to consideration by the ASI Student Advocacy Committee and/or the ASI Board of Directors.

1.2.6 Receive grievances or complaints brought against any elected or appointed member of the ASI Board of Directors. The ASI Internal Operations Committee shall review and respond to any such grievances and complaints and make a recommendation to the ASI Board of Directors for action.

1.2.6.1 Any grievances brought against a member of the ASI Board of Directors

member shall follow process set forth in ARTICLE 24, Section 8.3

1.2.6.2 The Internal Operations Committee shall have no jurisdiction or authority regarding any grievance or complaint about the ASI elections and/or process. All grievances and complaints about the ASI elections process and candidates for office shall be directed to the ASI Elections Committee.

1.2.6.3 Procedures for other grievances received are dependent upon nature of grievance.

1.2.7 Review and make recommendations to the ASI Board of Directors regarding significant changes in ASI programs and services, scope of operations, and space. These decisions shall take into consideration the overall impact to student access, availability, and use.

SECTION 2: STUDENT ADVOCACY COMMITTEE

2.1 The Student Advocacy Committee shall consist of the following members:

2.1.1 Voting Members:

- 2.1.1.1 ASI Board of Directors College Representatives
- 2.1.1.2 ASI Board of Directors Diversity, Equity, & Inclusion Representatives
- 2.1.1.3 ASI Board of Director Sustainability Representative
- 2.1.1.4 ASI Board of Directors Veterans Student Representative
- 2.1.1.5 CSUSM Temecula Campus Student Representative
- 2.1.1.6 Resident Advisor Representative
- 2.1.1.7 Greek Leadership Council Representative
- 2.1.1.8 Student-Athlete Advisory Council Representative
- 2.1.1.9 Campus Recreation Representative
- 2.1.1.10 Student Life Centers for Identity, Inclusion, & Empowerment Representative
- 2.1.1.11 ASI Vice President of Student and University Affairs

2.1.2 Advisors:

- 2.1.2.1 CSUSM Dean of Students or designated representative
- 2.1.2.2 ASI staff member designated by the ASI Executive Director

2.1.3 Officers

- 2.1.3.1 The Chair of the Committee shall be the ASI Vice President of Student and University Affairs
- 2.1.3.2 The Vice Chair of the Committee shall be elected from the voting membership of the Committee

2.2 **Student Advocacy Committee Duties and Responsibilities:**

2.2.1 Shall identify and discuss concerns and issues impacting students at California State University San Marcos and within the California State University (CSU) system.

2.2.2 Shall be informed of governmental, legislative, and political agenda items under consideration by the California State Student Association.

2.2.3 Shall review ASI Resolutions prior to consideration by the ASI Board of Directors and make recommendations unless the ASI Board of Directors determines that the Resolution should not be considered by the Student Advocacy Committee. Resolutions may be brought straight to the ASI Board of Directors only under time sensitive constraints and per Chair approval.

2.2.4 May receive concerns brought by students against University processes and

practices and may forward concerns to the ASI Board of Directors for consideration and/or action.

SECTION 3: PERSONNEL COMMITTEE

3.1 The Personnel Committee shall consist of the following members:

3.1.1 Voting Members:

3.1.1.1 ASI President

3.1.1.2 ASI Vice President of Finance & Operations

3.1.1.3 ASI Vice President for Student and University Affairs

3.1.1.4 ASI Chair and Chief of Staff

3.1.2 Non-Voting Members:

3.1.2.1 CSUSM Student Affairs Representative appointed by the Vice President of Student Affairs

3.1.2.2 CSUSM Corporation Human Resources representative appointed by the CSUSM Corporation Director of Human Resources

3.1.3 Officers

3.1.3.1 The Chair of the Committee shall be the Chair & Chief of Staff

3.1.3.2 The Vice Chair of the Committee shall be the ASI President

3.2 **Personnel Committee Duties and Responsibilities:**

3.2.1 Oversees ASI's role in the procedure for the Annual ASI Board of Directors Review of the ASI Executive Director and/or appropriate ASI professional staff members as determined by the committee members. The reviews as identified herein shall be conducted in strict adherence to the confidentiality appropriate to personnel matters and in accordance with any applicable provisions in the California Corporations Code and/or the California Education Code.

3.2.2 Ensures that student input and feedback regarding the performance of the ASI Executive Director and other ASI professional staff to be incorporated into evaluation process for inclusion in the MPP evaluation, annual evaluation, and/or personnel file, as appropriate.

3.2.3 Ensures that the ASI Board of Directors members shall complete the evaluation prior to the end of their appointment.

3.2.4 Establishes a timeline of review process.

3.2.5 Analyzes all information received regarding the individual's performance and prepare a written confidential report to be submitted in the staff's formal evaluation process. The report shall:

3.2.5.1 Summarize the committee's findings.

3.2.5.2 Comment on the Executive Director's and/or ASI professional staff achievements and performance.

3.2.5.3 Include recommendations regarding the promotion, compensation level and overall employment status of the ASI Executive Director. However, the Vice President of Student Affairs retains final authority over a review of the ASI Executive Director and the ASI Executive Director retains final authority over a review of a member of his or her professional staff. For all ASI professional staff reviewed, their respective supervisor will determine goals and next steps regarding promotion, compensation, and overall employment status. Notwithstanding the forgoing, the report(s) by the ASI Personnel Committee shall be presented to the ASI Board of Directors in a closed session for its review and approval unless the person who is

being reviewed notifies the ASI Board of Directors' Chair that the review can be presented in a meeting open to the public.

3.2.6.4 Reviews and approves reclassifications of ASI employees, including authorizing changes in salary of no more than 15% of the employee's current salary.

SECTION 4: ASI ELECTIONS COMMITTEE

4.1 The ASI Elections Committee shall consist of the following members:

4.1.1 Voting Members:

4.1.1.1 Three (3) members of the ASI Board of Directors, who are not running for office in the current election cycle.

4.1.1.2 Four (4) CSUSM students not affiliated with ASI, who are not running for office.

4.1.2 Advisors:

4.1.2.1 Dean of Students or Designee

4.1.2.2 Chief Diversity Officer, or Designee

4.1.3 Standing Representatives:

4.1.3.1 ASI Executive Director or designee

4.1.3.2 ASI Professional Staff as designated by the ASI Executive Director

4.1.4 Officers:

4.1.4.1 The Chair of the Committee shall be one of the ASI Board of Directors representatives as designated by the Chair & Chief of Staff.

4.1.4.2 The Vice Chair of the Committee shall be elected from the voting membership of the Committee.

4.2 **Elections Committee Duties and Responsibilities:**

4.2.1 Shall plan and oversee all elections of the ASI Board of Directors in compliance with the ASI Elections Packet, University Policies, and all laws and regulations of the State of California.

4.2.2 Shall be responsible for advertising matters and issues surrounding elections, including but not limited to the application timeline, election dates, forums, and candidate meetings. Shall be responsible for coordinating and advertising elections.

4.2.3 Shall ensure that candidates are informed of and adhere to the policies and procedures set forth in the ASI Elections Packets.

4.2.4 Have the capacity to determine consequences of a violation of the ASI Elections Packet. Consequences to a candidate, which may include removal of a candidate from the elections process, require a two-thirds (2/3) vote.

4.2.5 Have the responsibility to investigate the allegations of candidate misconduct in accordance with rules and procedures as may be established by the ASI Elections Committee that ensures the process is fair, open, follows due process, and provides that the member under investigation is presumed innocent.

4.2.6 Shall publicly post the election results by noon on the Friday of elections week unless the ASI Elections Committee determines that there is an irregularity or other issue about an election that presents the posting of the elections results as set forth herein. If the ASI Elections Committee determines that there was or is an irregularity or other issue about an election which prevents the posting of results, those candidates impacted will be notified a minimum of 12 hours prior to the

scheduled posting of results if time allows. Irregularities and/or outstanding issues shall be resolved by the ASI Elections Committee and results posted as expediently as possible.

4.2.7 Shall be responsible for advertising and promoting voter turnout throughout the elections.

4.2.8 Shall receive any and all grievances, charges of misconduct or irregularities, appeals, or complaints brought against any candidates. The Committee shall review and respond to all grievances, charges of misconduct, irregularities, and complaints aforementioned.

SECTION 5: AWARDS COMMITTEE

5.1 The Awards Committee shall consist of the following members:

5.1.1 Voting Members:

5.1.1.1 ASI President

5.1.1.2 Two (2) additional members of the ASI Board of Directors

5.1.1.3 Three (3) CSUSM students not affiliated with ASI

5.1.1.4 One (1) ASI staff representative designated by the Executive Director

5.1.1.5 One (1) University Student Union professional staff representative

5.1.1.6 One (1) University Student Leadership and Involvement Center staff representative

5.1.1.7 One (1) University Housing Staff Representative

5.1.1.8 One (1) Campus Recreation Staff Representative

5.1.2 Advisors

5.1.2.1 Two (2) ASI professional staff as designated by the ASI Executive Director

5.1.3 Officers

5.1.3.1 The Chair of the Committee shall be the ASI President

5.1.3.2 The Vice Chair of the Committee shall be elected from the voting membership of the Committee

5.2 **Awards Committee Duties and Responsibilities:**

5.2.1 The Chair works with advisors to send to all recognized student organizations and ASI Board of Directors a letter of notification outlining award categories, the time and place the awards are to be presented, and a nomination form(s) for those to place nominations, unless otherwise stipulated in this code.

5.2.2 Student organization nominees shall be verified by University Student Leadership and Involvement Center to be in good standing academically and with no disciplinary action that would disqualify the person as a student at the University.

5.2.3 The committee shall take all nominations into consideration and shall make all final decisions regarding awards for the ASI Tukwut Leadership Awards Night (TLAN).

5.2.4 Assist with the implementation and execution of ASI Tukwut Leadership Awards Night (TLAN).

5.2.5 Awards shall be given with the utmost objectivity and fairness without regard to race, color, religion, sex, gender, age, national origin, ancestry, physical or mental disability, sexual orientation, marital status, veterans status, military status, political affiliation, medical condition, or other category protected by federal, state and local law.

5.2.6 All awards, titles, descriptions, and criteria shall be noted in a packet dispersed

among members of the Awards Committee and others as necessary.

SECTION 6: SUSTAINABILITY PROJECTS COMMMITTEE

6.1 The Sustainability Projects Committee shall consist of the following members:

6.1.1 Voting Members:

6.1.1.1 ASI Sustainability Representative

6.1.1.2 Two (2) CSUSM students at large not affiliated with ASI as designated by the Chair & Chief of Staff in conjunction with Sustainability Representative

6.1.1.3 One (1) student representative selected from the Environmental Studies Department

6.1.1.4 One (1) ASI Board of Directors member, as designated by the Chair and Chief of Staff

6.1.2 Advisors:

6.1.2.1 Sustainability Manager or designee, Office of Safety, Health, and Sustainability

6.1.2.2 One (1) ASI professional staff as designated by the ASI Executive Director

6.1.3 Standing Representatives

6.1.3.1 One (1) staff member, Facility Services

6.1.3.2 One (1) staff member, Energy Management & Utility Services

6.1.3.3 One (1) staff member, Planning, Design, & Construction

6.1.4 Officers

6.1.4.1 The Chair of the Committee shall be the ASI Sustainability Representative. If there is no ASI Sustainability Representative currently holding said office, the Chair of the Committee shall be appointed by the ASI President.

6.1.4.2 The Vice Chair of the Committee shall be the ASI Board member on the Committee.

6.2 **Sustainability Projects Committee Duties and Responsibilities:**

6.2.1 Determine goals for the allocation of funds.
6.2.2 Review project applications and determine allocation of funds.
6.2.3 Report on projects receiving funds.
6.2.4 Establish timeline of review process.
6.2.5 Determine if potential projects meet the requirements and goals of the Committee.
6.2.6 Report approved projects and totals to the ASI Board of Directors.
6.2.7 Submit approved projects to the ASI Executive Director for final approval.

SECTION 7: JOINT AUDIT COMMITTEE

The Joint Audit Committee ("the JAC") oversees internal financial control practices, corporate compliance activities, and outside auditors for the Boards of Directors of the California State University San Marcos Corporation ("CSUSM Corporation"), the California State University San Marcos Foundation ("Foundation") and Associated Students Inc. of California State University San Marcos ("ASI") respectively. JAC has been formed by formal action of each Board to gain time and effort efficiencies, reduce audit costs and take advantage of common audit attributes.

7.1 **Joint Audit Committee Delegation of Authority and Responsibility**

The CSUSM Corporation, Foundation, and ASI have authorized the JAC to have the following authority:

- Review and assess the adequacy of the JAC charge statement and recommend changes to the respective Boards for joint approval.
- Participate in the selection or discharge of the external auditor.
- Review policies and procedures as needed for the purpose of assuring the adequacy of internal controls and financial operating procedures.
- Review the annual audited financial statements with the independent audit firm, including any issues encountered in conducting the audit and make a recommendation to the respective Boards.
- Review the annual exempt organization returns (IRS Forms 990/990T), prepared by the independent audit firm in conjunction with the annual financial audit and make recommendations to the respective Boards.
- Review and discuss any management letter or any communication letters provided by the outside auditor and responses provided by management.
- Report to the respective auxiliary Boards and make recommendations to the Boards periodically on matters within the Charge Statement.
- Call closed meetings to discuss with independent audit firm representatives or any member of management of the participating organizations as may be required under circumstances within the Charge Statement.
- Report to any or all of the respective Boards as circumstances may require, such matters as conflict of interest, private inurement or other insider transactions, the use of the organization's funds for illegal payment, and any other questionable practices that may come to the attention of JAC.
- Inform the respective Boards of developments in accounting principles that will affect the auxiliaries, as well as relevant rulings by the IRS and other regulatory bodies.

7.2 **Joint Audit Committee Membership**

The JAC will be composed of at least five (5) members consisting of the following: Two (2) Board members appointed from and by each respective Board. Board chairs and treasurers (including CFOs) may not serve on the JAC.

The JAC may include additional respective Board members or persons who are non-Board members, as the JAC may determine. Each Board shall appoint JAC members for terms specified by each participating organization.

The JAC Chair shall be a CSUSM Corporation Board member appointed by the CSUSM Corporation Board Chair. The JAC Chair may not serve simultaneously as a finance committee member of an appointing Board.

No JAC member shall be a member of a finance committee of respective Board. The JAC will not include members of a participating organization or University staff, although staff members are permitted to attend meetings.

7.3 **Joint Audit Committee Meetings**

JAC meetings shall be conducted consistent with the open meeting law requirements of the respective Boards. The JAC may adopt implementing meeting procedures.

The JAC will meet at least three (3) times each fiscal year: prior to audit work beginning, to receive the annual financial audit reports and to review tax returns. Additional meetings will be held as required.

At the end of each meeting, time will be provided in which the Committee may converse separately with audit firm representatives without the presence of staff.

ARTICLE 20: OATH OF OFFICE

SECTION 1: APPLICATION
The Oath of Office of ASI shall be affirmed by all Associated Students, Inc. elected and appointed officials.

SECTION 2: OATH OF OFFICE
I, (full name), as duly elected or appointed (officer/representative) of Associated Students, Incorporated of California State University San Marcos, do affirm that I will faithfully execute the duties of this office as provided by the established Bylaws. I will strive to establish representative government, maintain academic freedom, and defend student rights. I will work toward the strengthening of the cooperation between the ASI Board of Directors and the University administration. I will strive to enhance my leadership qualities and academic success. With these thoughts in mind, I shall work toward the betterment of ASI and California State University San Marcos; I so affirm.

SECTION 3: ADMINISTRATION
The Oath shall be administered to the succeeding ASI President by the outgoing ASI President or CSUSM Vice President of Student Affairs or designee. After the incoming ASI President is sworn in, the ASI President shall then administer the Oath of Office to the newly elected members of the ASI Board of Directors. Special Officers and any appointed officers will be sworn in following the affirmative vote by the ASI Board of Directors on the presidential appointment(s).

ARTICLE 21: RATIFICATION AND AMENDMENT OF BYLAWS

SECTION 1: AMENDMENT OF BYLAWS BY ASI BOARD OF DIRECTORS
These Bylaws may be adopted by a two-third (2/3) vote of the ASI Board of Directors unless an amendment would materially and adversely affect the rights of ASI members as to voting or transfer, which in said case the amendment shall require a majority vote of the valid votes cast in the election to adopt the amendment.

SECTION 2: PETITION TO AMEND BYLAWS BY MEMBERS
If a proposed amendment to the Bylaws is proposed by a member of the ASI, a petition shall contain a statement of purpose and be signed by not less than ten percent (10%) of the members of ASI. The petition must contain a printed name, signature, and student identification number of each petitioner. The petition shall be accepted upon the certification of status of the petitioners as members of the ASI by the Vice President of Student Affairs. The ASI Board of Directors shall, within a reasonable time of thirty to sixty (30 – 60) days, convene and call for an election for the purposes of considering the proposed amendment specified by the petition. Amendments to these Bylaws shall be ratified by the affirmative vote of a majority (50% + 1) of those votes cast in an election open to the membership of ASI.

ARTICLE 22: ELECTIONS

SECTION 1: GENERAL ELECTION
Scheduled annually for all Associated Students, Inc. elected positions. Special issues, such as a fee referendum or amendments to the ASI Bylaws, may also be included in the general election. The general election is held annually during the Spring term the week prior to Spring break. If students are not in session due to university closure, alternate dates for the general election shall be determined by the ASI Elections Committee.

SECTION 2: SPECIAL ELECTION
An election called to determine special issues, including but not limited to fee referendum, recall elections, amendments to Bylaws, or to fill a vacancy of office. A special election may be called at the discretion of the ASI Board of Directors in consultation with the ASI Elections Committee.

SECTION 3: RUN-OFF ELECTIONS
Follows a general or special election when a tie (equal votes) exists between candidates, or a tie regarding special issues. Run-off elections shall be held the second or third week after a general or special election.

SECTION 4: ELECTIONS REGULATIONS
The ASI Elections Committee is governed by the ASI Bylaws and approved ASI guidelines and packet. The ASI Elections Committee has the authority to oversee the ASI Elections and complaint process. Specifics regarding the ASI Elections are stated in ASI Elections Guidelines & Procedures and packet.

SECTION 5: COLLEGE REPRESENTATION
Candidates for college-specific seats must have a declared major appropriate to that college as defined by the University at the time of submitting their election packet. In the event that a college representative of the ASI Board of Directors changes their major outside of the representing college, they shall no longer serve their term as a member of the ASI Board of Directors and shall resign. The Student Representative-at-Large positions may be filled by any active member pending eligibility requirements as stated in ARTICLE 8, Section 1.

ARTICLE 23: REFERENDUM
The referendum process enables the ASI Board of Directors to submit legislation affecting ASI to members for ratification and members must vote to approve. A majority vote of the ASI Board of Directors is required to place a referendum item on the ballot.

ARTICLE 24: RECALL AND REMOVAL OF BOARD MEMBERS

SECTION 1: RECALL
Members of ASI may seek to recall a member of the ASI Board of Directors by submitting a petition signed by ten percent (10%) of members eligible to cast votes for that particular office. The petition shall be submitted to the Chair of the ASI Elections Committee. If the Chairperson of the ASI Elections Committee is the member cited in the petition, the petition shall be submitted to the ASI Executive Director and the Chairperson must vacate their position as Chair.

SECTION 2: RECALL PETITION CONTENTS
A recall petition shall contain a statement of reason(s) for seeking the recall of a member of the ASI Board of Directors. The petition must contain a printed name, signature, and student identification number of each petitioner. The petition will be accepted upon the certification that the petitioners are valid students and in good standing at California State University San Marcos as determined by impartial University personnel.

SECTION 3: RECALL ELECTION
A recall election shall be held not less than fifteen (15) or more than forty-five (45) calendar days after the filing of the petition. Shall the period fall within thirty (30) days of the last day of the semester, then the vote shall take place the following semester, following reaffirmation of the recall by the ASI Board of Directors.

SECTION 4: NOTIFICATION
Notice of any recall must be announced to the members of ASI at least twice prior to the recall election.

SECTION 5: BALLOTS
Ballots for a recall election shall list each name separately.

SECTION 6: VOTES

A two-thirds (2/3) majority of affirmative votes shall be required to remove a member of the ASI Board of Directors.

SECTION 7: VACANCY

In the event that an ASI Board of Directors member is removed from office through a recall election, ARTICLE 13, Section 5 of these Bylaws shall be followed to fill the vacancy.

SECTION 8: REMOVAL BY BOARD OF DIRECTORS

The ASI Board of Directors shall have the authority to remove a member for cause provided that:

8.1 The cause is specified in these Bylaws and was in effect at the beginning of the member's term of office.

8.2 The cause is related to the eligibility requirements of the member to continue in office, breach of duties and responsibilities outlined in these Bylaws or the ASI Policy and Procedure, breach of any fiduciary duty, or failure to comply with any agreed policies (i.e. attendance policy). Members removed for failure to meet eligibility requirements in ARTICLE 8, Section 1 will be removed administratively and will not be subject to the removal process outlined

8.3 The action is done in good faith and in a fair and reasonable manner and conducted in accordance with the following practice:

- 8.3.1 The allegations against a member of the ASI Board of Directors must be initiated in writing by any member of the ASI Board of Directors to the ASI President and/or ASI Executive Director.
- 8.3.2 The accused member shall receive written notice of the special hearing of the ASI Internal Operations Committee at least seven (7) business days prior to the date set for the hearing. The notice of the hearing shall include an outline of the allegations against the member excluding the name of the initiator.
- 8.3.3 The special hearing of the ASI Internal Operations Committee shall be conducted in open session and is subject to and must comply with the Gloria Romero Open Meetings Act of 2000 set out in the Education Code section 89305 et seq.
- 8.3.4 The findings and any recommendations of the ASI Internal Operations Committee shall be presented in writing to the ASI Board of Directors for approval with a copy to the accused member.
- 8.3.5 The ASI Board of Directors may remove a member as provided in these ASI Bylaws with the approval of two-thirds (2/3) of the ASI Board of Directors at a regular or special meeting.
- 8.3.6 The accused member may present their case before the ASI Board of Directors, either orally or in written form.
- 8.3.7 The decision by the ASI Board of Directors to remove a member is final.

ARTICLE 25: ASI EMPLOYEES AND FACILITIES

SECTION 1: BASIS

The Officers of the ASI Board of Directors shall be assisted in their duties and responsibilities by employees, including an Executive Director.

SECTION 2: PROVISIONS

ASI members shall not be employed as a Professional staff member. Salaries, working conditions, and benefits shall be set in accordance with the rules, regulations, and laws applicable to a person employed in the State of California.

SECTION 3: EXECUTIVE DIRECTOR

The ASI Executive Director shall serve as the Chief Administrative Officer of the ASI and reports directly to the CSUSM Vice President of Student Affairs. The Vice President of Student Affairs has the authority to employ, evaluate, and dismiss the ASI Executive Director, in consultation with and approval by the ASI Board of Directors. The ASI Executive Director works closely with the ASI Officers and the ASI Board of Directors to help fulfill the Mission, Vision and Values of ASI.

ARTICLE 26: AUDIT

An audit of the official books of ASI shall take place annually within the requirements of the California State University system and California State University San Marcos. The audit will be conducted by an independent agency at the end of each fiscal year in accordance with applicable law and accounting standards. Additional audits may be approved by a two-thirds (2/3) vote of the ASI Board of Directors.

ARTICLE 27: MISCELLANEOUS PROVISIONS

SECTION 1: CORPORATE REQUIREMENTS

ASI, in all respects, shall conform to the requirements of the California State University system and California State University San Marcos.

SECTION 2: CORPORATE AFFILIATIONS

This Corporation shall not affiliate with any organization that participates in such discriminatory practices, or knowingly conducts business with any establishment that participates in such discriminatory practices.

SECTION 3: OTHER OPERATING REQUIREMENTS

All operating requirements outlined in these Bylaws, the ASI Articles of Incorporation, ASI Policies, or other instruments of the laws of the State of California shall not be in conflict.

ARTICLE 28: OVERSIGHT BY THE CSUSM PRESIDENT

The President of California State University San Marcos is responsible for the educational effectiveness, academic excellence, and general welfare of the University. As an auxiliary, student body organization at the University, ASI recognizes that it is an integral part of the University and is subject to the supervision the University President as specified in the Auxiliary Organization Operating Agreement. ASI shall conduct its operation in accordance with the Auxiliary Organization Operating Agreement and any policies and procedures that may be established by the CSU Board of Trustees and the University President.

ARTICLE 29: DISSOLUTION

Upon dissolution of this corporation, net assets other than trust funds shall be distributed to a successor approved by the President of the campus and by the Chancellor. If, upon dissolution, this corporation holds any assets in trust, such assets shall be disposed of in such a manner as may be directed by decree of the Superior Court of the county in which this corporation's principal office is located upon petition therefor by the Attorney General or by any person concerned in the liquidation. In no event shall any assets be distributed to any member, director, or officer of this corporation.

ARTICLE 30: VIEWPOINT NEUTRALITY PRINCIPLES APPLICABLE TO REALLOCATION OF STUDENT FEES

All ASI decisions regarding reallocating Student Association Fees for viewpoint expressive events shall be done in a viewpoint neutral way. Further details on the viewpoint neutral principles can be found within the "CSUSM-ASI Viewpoint Neutrality Policy and General Procedures." The ASI Board of Directors shall adopt policies and procedures to ensure implementation of this standard.

CERTIFICATION

I certify that on the ____ day of ____, 2023, the Board of Directors of the Associated Students, Inc. of California State University San Marcos adopted the above amended Bylaws with the written concurrence of the University President.

_____

, ASI President

ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

ASI Board of Directors Agreement Letter

Dear **[Student]**,

On behalf of the Associated Students, Inc. (ASI), welcome to the ASI team! I am pleased that you will be joining us in the position of **CSTEM Representative** for the ASI Board of Directors. This position requires you to spend 10 hours per week in the Fall 2024 and Spring 2025 semesters working in office hours, meetings, and engaging with your constituents.

Upon the completion of the duties outlined in the ASI Bylaws as well as your participation throughout your term, you will receive compensation for your time and commitment. Your compensation for the academic year includes an on-campus parking permit for the Fall and Spring semesters and a $500 scholarship awarded to your MyCSUSM account at the end of the Fall and Spring semester. If you do not require a parking permit, an alternative remuneration may be possible. Priority registration is also provided.

You are **required** to attend:

- Board of Directors Retreat | August 14th, 15th, & 16th, 2024
- ASI Retreat | August 19th, 20th, & 21st, 2024
- BOD Mid-Year Retreat | January 19th, 2025
- ASI mid-year retreat | January 14th, 15th, 2025

You must attend every day of the retreats. If for any reason you believe that you will not be able to attend the entire retreat, you must notify the ASI President as soon as possible. Board members who miss the mandatory retreats are subject to removal from the ASI Board of Directors, per Article 11, Section 4, and Article 24 of the ASI Bylaws.

In accordance with ASI Bylaws, your appointment to the ASI Board of Directors requires you to uphold your duties of office. Failure to do so may result in removal from the ASI Board of Directors, per the process outlined in Article 24, Section 8 of the ASI Bylaws.

Please sign this letter to verify that you have read the above information and your acceptance of this position. ASI will provide a copy of this for your records. If you have any questions, please feel free to contact me immediately at amacias@csusm.edu. Thank you and we look forward to a great year!

Sincerely,

Annie Macias, Ph.D.

Executive Director

_____

[Student Name]

ASSOCIATED STUDENTS, INC. OF CALIFORNIA STATE UNIVERSITY SAN MARCOS

333 S. Twin Oaks Valley Road, USU 3700, San Marcos, CA, 92096

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ASSOCIATED STUDENTS, INC.
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ASI Board of Directors Responsibilities & Expectations 2024 – 2025

NAME: _____ POSITION: _____

As an elected/appointed member of the Associated Students, Inc. (ASI) Board of Directors, you must fulfill the following responsibilities:

1. Attend ASI Board of Directors and Committee meetings as assigned or otherwise appointed respective to your position. Attendance of meetings is important for voting members to meet quorum; if quorum is not met, the meeting must be cancelled.
2. Notify the Board Chair or Committee Chair via email if you will be absent from any meeting at minimum 24 hours in advance.
3. Attend the Board of Directors and ASI annual retreats.
4. Adhere to open meeting law and conflict of interest regulations.
5. Maintain the confidentiality of information that may be presented in closed sessions of meetings, or other information that may be deemed confidential, throughout your term of office.
6. Set meeting dates, send, and post agendas at least 72 hours prior to meeting times, if serving as a Commitee Chair. Responsibilities also include follow up on projects initiated and/or assigned in committee.
7. Submit updates on your role as required by the Board of Directors Committee Meeting Reports on the dates set by the Board Chair throughout your term.
8. Outreach to the members of your constituency in order to understand and represent the views, issues, and concerns of those students.
9. Seek out concerns, desires, and opinions of the general student body.

In addition, you should fulfill the following expectations:

1. Ensure that you continually act in the best interest of the students at California State University San Marcos.
2. Make every effort to maintain open and respectful communication between fellow officers, committee members, ASI professional staff, and student employees.
3. Serve as a resource for education of the ASI Bylaws, Mission Statement, and Values and the role they play within the organization.
4. Support the efforts of all ASI entities, including the Board of Directors, Campus Activities Board, Media & Communications Team, ASI Cougar Pantry and the Front Desk Team.
5. Fulfill your job requirements, as specified in the ASI Bylaws. While trying to avoid mistakes to the best of your ability, own up to mistakes if/when they occur. This is a learning environment for all.
6. Utilize ASI professional staff as resources of information, processes, and best practices.
7. Resign or take a leave of absence if you are unable to fulfill your position requirements due to personal trauma, health, academics, work conflicts, or commitment to other co-curricular activities.

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My signature below indicates that I have read and understand the ASI Board of Directors Responsibilities & Expectations as described above and in ASI Bylaws, and I will abide by them. My failure to fulfill the responsibilities and expectations may result in my removal as a member of the ASI Board of Directors, through the process prescribed in the ASI Bylaws.

_____ _____

Board Member's Signature Date

_____ _____

ASI President Signature Date