

ASSOCIATED STUDENTS, INC.
California State University, San Bernardino
5500 University Parkway
San Bernardino, CA 92407

**BOARD OF DIRECTORS
AGENDA**

February 21, 2025
10:00 a.m.

Santos Manuel Student Union North
Student Chambers – 3305

Zoom Option: <https://csusb.zoom.us/j/88634712385>

Call to Order

Roll Call

Approval of Minutes

Adoption of Agenda

Executive Officer Reports

Executive Director Report

Open Forum (5 minutes/speaker)

Guest Speaker

OLD BUSINESS:

BD 11-25 Revision of the ASI Elections Policy and Procedures. (Action) (Policy Committee)
(Second Reading)

NEW BUSINESS:

BD 12-25 Authorization of the 2025 Student Fee Referendum to be placed on the ballot for a student vote to increase the ASI student fee starting Fall of the 2025-26 academic year. (Action) (Fajardo)

BD 13-25 Appointment of Vonetta Jones as a student-at-large representative to the ASI Finance Committee. (Action) (Hudson)

BD 14-25 Appointment of Melissa de La Rosa as a student-at-large representative to the ASI Finance Committee. (Action) (Hudson)

BD 15-25 Appointment of Jesus Ramirez-Castillo as the College of Education representative to the ASI Board of Directors. (Action) (Vacancy Committee)

BD 16-25 Appointment of Niamh Murphy-Gonzalez as the College of Social and Behavioral Sciences representative to the ASI Board of Directors. (Action) (Vacancy Committee)

BD 17-25 Appointment of Dominic Bertolo as the representative of Students with Disabilities to the ASI Board of Directors. (Action) (Vacancy Committee)

BD 18-25 Appointment of Christian Gordo as the College of Natural Sciences representative to the ASI Board of Directors. (Action) (Vacancy Committee)

BD 19-25 Revision of the ASI Bylaws. (Action) (Policy Committee) (First Reading)

Reports: Board of Directors, ASI Committees and Campus-wide Committees.

ANNOUNCEMENTS

ADJOURNMENT

Elections Policy & Procedures

Last Updated: 2/16/2024

Board Agenda ID: BD 13-24

Scope: This policy applies to all corporate members who run for an ASI office or those other members who in any way may impact ASI elections or sponsored referenda.

Purpose: To establish the election procedures upon which all Associated Students, Inc. (ASI) elections (general and special), will be operated, and to establish the qualification and criteria for all ASI candidates for office. Elections are at the very heart of governing the corporation and its operations; consequently, this policy has been created to ensure that strict standards in the conduct of ASI elections are stated and enforced. Should there be any conflict between this policy and the ASI bylaws, the ASI Bylaws will prevail.

A. Elections Committee Purpose and Responsibilities

1. Elections Committee Appointment and Tenure

- a. All student members of the Elections Committee are appointed by the ASI President and approved by a majority vote of the ASI Board of Directors.
- b. Members may only serve one year term appointments, concurrent with the ASI Presidents term of office.
- c. Members shall not take part in any campaign for or against any candidate(s) or ballot issue(s) during their term in office, with the exception of the right to vote.
- d. Members who are a part of the same organization as a candidate running for office must disclose the information to the ASI Elections Committee Chair prior to their confirmation by the ASI Board of Directors (BoD). Failure to disclose any affiliated information will result in the immediate removal of a committee member.
- e. Any person who is a member of the Elections Committee at any point during an academic year is ineligible to run within that same academic year.
- f. Members may be suspended by the Elections Committee Chair for violating elections policy.

2. Elections Committee Membership

- a. Elections Committee Chair (may only vote to break ties).

- b. A minimum of three (3) students-at-large (who are not employed or already serving within ASI in any capacity). These students are appointed by the ASI President and subject to a majority vote of approval of the filled voting positions present at the BoD meeting. (Voting)
- c. Three (3) members of the ASI BoD who are not running in the election (including re-election) confirmed by a majority vote of the filled voting positions present at the BoD meeting (Voting)
- d. Director of the Office of Student Leadership and Engagement or their designee serving as an advisor (non-voting).
- e. Director of Student Conduct and Ethical Development or their designee serving as an advisor (non-voting).

3. Elections Committee Responsibilities

- a. Members shall administer and interpret the Elections Policy and ensure the fairness of the election and the adherence by the candidates to the elections regulations established by the ASI BoD through the Bylaws and this policy.
- b. Members shall hear all formal complaints, deliberate, and render decisions concerning disputes and violations related to Elections, the ASI Bylaws, and applicable university rules and regulations.
- c. Members shall recruit students to run for office in the ASI Elections.
- d. At the direction of the Elections Committee Chair, the Elections Committee shall:
 - i. work with the ASI Productions Team to develop an elections marketing plan including a theme, materials, and key information designed to inform the student body about an upcoming election.
 - ii. make marketing presentations in classrooms and at club/organization meetings to publicize election information.
 - iii. recruit ASI members, who are not running in the elections, to help with election publicity and marketing.
 - iv. publicize voting information, election dates, election times, and election locations, no less than four business school days before each election.
- e. Prior to each general election, the Elections Committee Chair, with the assistance of the Elections Committee, will:
 - i. Establish timelines for applicants to file the online application form and make a formal declaration of candidacy.
 - ii. Announce and publicize an open application filing period of at least ten (10) business days (two calendar weeks).
 - iii. Prepare the online application form to run for ASI office, and include the following files:
 - 1. ASI Elections Policy
 - 2. General Elections Calendar
 - 3. Candidate Expense Forms

4. Elections Committee Chair Appointment and Tenure
 - a. The Elections Committee Chair shall be appointed by the ASI President and approved by a majority vote of the ASI BoD.
 - b. The tenure of office for the Elections Committee Chair shall be one year, to be concurrent with the term of the President who appoints them. In the event of a vacancy, the ASI President may issue a non-renewable 30-day appointment to fill the position until a new Elections Committee Chair is approved by the ASI BoD.
 - c. The Elections Committee Chair may not hold any other elected ASI office nor be eligible for election to any ASI office. They may not take part in any campaign for or against any candidate(s) or ballot issue(s) during their tenure in office, with the exception of the right to vote.
 - d. The Elections Committee Chair is advised by the ASI Executive Director as well as the ASI Advisor (Dean of Students), or their designee.

5. Elections Committee Chair Responsibilities
 - a. Serve as Chair of the Elections Committee.
 - b. Be a non-voting, temporary member on the ASI Board of Directors.
 - c. Administer the Elections Policy and ensure the fairness of the election and the adherence by the candidates to the elections regulations.
 - d. Assist students in application process for ASI elections.
 - e. Work with advisors to complete all requirements for the online voting system including ballot preparation, candidate statements and pictures, email alerts, request for voter information and institutional research data.
 - f. Arrange for the preparation of all election materials including documentation, official publicity, and marketing.
 - g. Preside over all complaints regarding elections conduct, violations of the ASI Elections Policy and/or applicable university policies and procedures.
 - h. Maintain documentation of all Elections Committee agendas and minutes, including those that address election irregularities.
 - i. Arrange for the secure handling of all election materials, including confidential information.
 - j. Coordinate requests for students needing special voting accommodations due to disability.
 - k. Oversee the purchase, management and storage of all election-related supplies.

- l. Be responsible for the proper training and instruction of Elections Committee members -- particularly in proper election procedures and in facilitating a fair and unbiased violation process.
- m. Have the power, through the Elections Committee process, to conduct a formal hearing on any candidate charged with violating any section of this policy and all policies relating to ASI and all related university policies and procedures.
- n. Publicize and make available the guidelines and policies on campaigning, campaign publicity and posting relations pertinent to the elections process.
- o. Publicize the elections schedule and all necessary filing information through the ASI webpage, no later than the first day filing opens and run through the last day of elections.
- p. Be responsible for scheduling Elections Committee members to oversee various aspects of the elections process.
- q. Coordinate and facilitate the mandatory candidate orientation meeting, which is scheduled for the purpose of distributing and explaining the various elections rules and processes to candidates.
- r. Submit election results to the ASI BoD at the first meeting following the last day of voting. The results should be considered an information agenda item and shall serve as the confirmation of results of the ASI election.
- s. Be responsible for preparing and distributing meeting agendas and minutes to the ASI Elections Committee and other relevant stakeholders.
- t. Ensure that permanent files of the minutes, election(s) results, and other historical information are kept by the ASI Office.

6. Elections Committee Meetings

- a. The Elections Committee shall meet weekly as voted upon by the committee during the regular semester.
- b. Quorum for the Elections Committee shall be:
 - i. At least four voting members present, including the Elections Committee Chair.
 - ii. At least one of two advisors.
- c. Voting members of the Elections Committee may have no more than three (3) unexcused absences from official meetings, hearings or other official Elections Committee obligations. Any member of the Elections Committee who has more than three unexcused absences from any Elections Committee meetings, hearings or other official Elections Committee obligations shall be considered as having vacated their seat on the Committee.

B. Qualifications for Candidacy for an Elected Office

1. Academic Criteria

- a. All students running for elected office must meet the academic qualifications set by the California State University Office of the Chancellor and in adherence to ASI policies to hold office.
- b. A student must be regularly matriculated to the University, not through the College of Extended Learning, and currently attending classes at CSUSB.

2. Semester Units

- a. Undergraduate candidates for office:
 - i. Must be currently enrolled on campus and have completed at least one semester prior to an election.
 - ii. Earn a minimum of 6 semester units during that election year
 - iii. Undergraduate students are allowed to earn a maximum of 150 semester units required for a specific baccalaureate degree objective, whichever is greater.
 - iv. Students holding over that number of units will no longer be eligible for ASI office. This requirement applies to candidates for ASI office and incumbent office holders.
- b. Graduate and Credential candidates for office:
 - i. Must be currently enrolled on the campus and have completed at least one semester prior to an election.
 - ii. Graduate and Credential students must be currently enrolled on the campus in a minimum of 3 semester units per term to be eligible.
 - iii. Graduate and Credential students are allowed to earn a maximum of 50 semester units required for the graduate or credential objective, whichever is greater.
 - iv. Students holding over that number of units will no longer be eligible for ASI office. This requirement applies to candidates for ASI office and incumbent office holders.

3. Grade Point Average (GPA)

- a. Undergraduate candidates for office:
 - i. Undergraduate candidates for office must maintain a minimum of ~~2.575~~ 2.575 GPA in cumulative work as well as the semester prior to an election.
 - ii. In order to assume office, Undergraduate candidates must have achieved a ~~2.575~~ 2.575 GPA during the semester in which they were elected.
 - iii. Candidates must be clear of any probation including academic and disciplinary cases for one semester prior to running for elected office.
- b. Graduate and Credential candidates for office:
 - i. Graduate and Credential candidates for office must maintain a minimum of 3.0 GPA in cumulative work as well as the semester prior to an election.
 - ii. In order to assume office, Graduate and Credential candidates must have achieved a 3.0 GPA during the semester in which they were elected.
 - iii. Candidates must be clear of any probation including academic and disciplinary

cases for one semester prior to running for elected office.

4. Student Conduct Criteria

- a. Neither candidates nor incumbents may be on disciplinary probation.
- b. Candidates running for an elected office must be in good standing with the University with no current or pending disciplinary action with Student Conduct and Ethical Development or the Department of Housing and Residential Education.

C. Requirements for Candidacy for an Elected Office

1. Positions Available and Term Limits

- a. The following positions shall be elected in the general election by the student body.
 - i. One (1) ASI President
 - ii. One (1) ASI Executive Vice President
 - iii. One (1) ASI Vice President of Finance
 - iv. One (1) ASI Vice President of Palm Desert Campus
 - v. Five (5) Directors from each of the academic colleges
 - vi. One (1) Director representing Graduate Students
 - vii. One (1) Director representing Student Athletes
 - viii. One (1) Director representing Housing Students
 - ix. One (1) Director representing International Students
 - x. One (1) Director representing Students with Disabilities
 - xi. One (1) Director representing Clubs and Organizations
 - xii. Two (2) Directors representing Students at Large
- b. Each elected officer (President and Vice Presidents) may not hold an individual executive office for more than two (2) terms, whether those two terms are consecutive or non-consecutive terms, within a six-year period after the initial point of matriculation.
- c. Each elected student director may not hold individual office for more than two (2) terms whether those two terms are consecutive or non-consecutive terms, within a six-year period after the initial point of matriculation.

2. Student Director (BoD Representative) Requirements

- a. All BoD candidates must be a member of the college or major for the office which they are running; or must have filed a change of major with the Office of the Registrar by application deadline.
- b. The Athletics BoD candidates must be a former or current CSUSB student athlete.
- c. The Graduate Student BoD candidates must be enrolled in a graduate program.
- d. The Housing Student BoD candidates must be residents in good standing under the Department of Housing and Residential Education. If at any time the student no longer resides within the Department of Housing and Residential Education, then that student shall have involuntarily resigned their position and the vacancy must be filled in

accordance with the vacancy procedures of the ASI Bylaws.

- e. The Students with Disabilities BoD candidates must be registered with the office of Services to Students with Disabilities (SSD).
- f. The Club and Organization BoD candidates must be part of a club or organization on campus that is chartered through the Office of Student Leadership & Engagement (OSLE).
- g. The International Student BoD candidates must be an international student enrolled through the College of Extended and Global Education.
- h. Student-at-large BoD candidates may be any regularly matriculated student.

3. Petition for Elected Office (Application)

- a. Candidates for offices shall be members of the Associated Students, Inc. as defined in Article I, Section 1 of the ASI Bylaws at the California State University, San Bernardino.
- b. No member of the Associated Students, Inc. can be a candidate for more than one office. In order to run for office and be placed on the ballot, students must submit an “Application for Elected Positions with ASI” with the following completed forms/acknowledgements to the office of Associated Students, Incorporated:
 - i. Candidate Application.
 - ii. “Statement of Declaration” agreeing to all the responsibilities for their respective office as outlined in Article III and Article IV of the ASI Bylaws.
 - iii. “Candidate Statement” of no more than 150 words that will be used as ballot information and on the ASI webpage.
 - iv. Elections Policy Acknowledgement Form agreeing to the regulations set forth on this policy and to a fair election.

4. Mandatory Candidate Orientation

- a. All candidates are required to attend a mandatory candidate orientation meeting. Failure to attend will result in the disqualification of the candidate to run for office and from the ballot. Exceptions (class schedule, medical or other emergencies) can be made by the Elections Committee.
- b. The Elections Committee Chair along with the advisors to the Elections Committee will present candidates with an overview of the elections process including:
 - i. Current ASI Elections Policy
 - ii. The ASI Bylaws
 - iii. Current ASI minimum academic requirements
 - iv. Overview of Campaign Regulations
 - v. Overview of Conduct and Violation Procedures
 - vi. Overview of Expense Forms
 - vii. Online voting information including rules on candidate statements and timelines on the results reveal.

5. Verification to Hold Office (Certification of Results)

- a. Before a candidate can hold office, the academic and disciplinary criteria will be verified.
- b. If the candidate does not meet the criteria outlined within this policy (including Spring Semester academic requirements) or has violated this policy, then the runner-up (provide all the criteria are met by this candidate) will be announced the winner up until the end of the academic year following that election.
Vacancies after an election shall be filled in accordance with the succession plan in the ASI Bylaws.

D. Election Procedures

1. Determining Applicant Eligibility

- a. Applicant eligibility will be determined by the Elections Committee Chair in consultation with the advisors of the Elections Committee.
- b. It is the ultimate responsibility of the applicant to ensure that they are eligible to run for and hold office.
- c. The Elections Committee Chair will advise all applicants of their official determination of eligibility to run within one (1) calendar week of the close of filing.
- d. Students are considered applicants from time of filing until eligibility for candidacy has been verified. They are then candidates until the elections results have been accepted by the ASI BoD. Verification process for eligibility shall be as follows:
 - i. All applications are submitted before the filing deadline to the Elections Committee Chair.
 - ii. Applications are submitted for Conduct Check and verified by the Office of Student Conduct under the Director of Student Conduct and Ethical Development.
 - iii. Applications are then submitted for academic verification to the Office of Student Leadership and Engagement.
 - iv. Applications are then submitted to ASI for policy verification and the final check before an applicant may become a candidate. Upon determining eligibility, ASI will submit these applications to the Elections Committee Chair under the advisement of the Office of Student Engagement so that applicants may be informed of their status to run.
- e. Should an applicant be determined ineligible to run due to a non-resolved grade or unit issue, they may file for an appeal for eligibility by contacting the Director of Student Leadership and Engagement within 3 calendar days of being notified of ineligibility. The appeal may only be considered if a grade or unit load can be changed within two (2) calendar weeks.
- f. All applicants must have paid ASI fees as part of their tuition in order to be eligible for

candidacy.

2. Role of Office of Student Leadership and Engagement

- a. The Director of the Office of Student Leadership and Engagement or their designee will serve as the advisor to the Elections Committee and Chair.
- b. Meet with ITS and/or Office of the Registrar prior to an election to determine students who are eligible to vote in an election and provide enrollment information to the campus department overseeing the ballot.
- c. Determine academic eligibility.
- d. Manage the balloting procedures both in person and electronically.
- e. Provide timely and accurate election results to the University President, Vice President of Student Affairs, the ASI Advisor and the Executive Director of ASI.

3. Role of Office of Student Conduct

- a. The Associate Dean of Students and Director of Student Conduct and Ethical Development or their designee will serve as an advisor to the Elections Committee and Chair
- b. Ensure violations are assessed in an objective manner in accordance with this policy.
- c. Determine conduct eligibility.

4. Timeline of Election Process

- a. A General Election shall be conducted annually in accordance with current ASI Bylaws and Elections Policy.
- b. Elections may only be conducted during the fall and spring semesters excluding the fall and spring breaks. Elections may not be conducted during final exam week of any semester.
- c. Any amendments to the Elections Policy shall be made at least sixty (60) days prior to an election and approved by a simple majority vote of the ASI BoD.

d. The general ASI Elections will be conducted over a ~~three~~two-day consecutive period concluding on the ~~third~~second day at ~~12:59 PM~~11:59 PM (Pacific Standard Time).

e. ASI Runoff Elections will be conducted over a two-day consecutive period, concluding on the second day at 11:59 PM (Pacific Standard Time).

5. Palm Desert Campus Elections

- a. Palm Desert Campus (PDC) election will be conducted in accordance with the procedures set forth in this policy. The Elections Committee Chair will be responsible for the management of any elections process and the transportation of elections materials, from the Palm Desert Campus to the San Bernardino Campus.

b. Any campaigning on PDC will comply with this policy.

6. Voting Procedures for General Elections, Run-Off Elections, and Recall Elections

a. As a means to become a more sustainable corporation and for the purpose of making elections accessible to all students, elections and the casting of ballots shall be completed online.

b. For the purposes of this policy, ballots will be accessible electronically and by paper (only in the case of systematic failure) and will be kept with the Office of Student Leadership and Engagement until after the election.

c. Electronic voting will take place in accordance with this policy. Voting [at the general election](#) will begin at 12:00am (Pacific Standard Time) on the first day of an election and will conclude at ~~12:59pm~~^{11:59pm} (Pacific Standard Time) on the last day of an election. Ballots that are submitted after this deadline will not be counted towards the official count and will be considered invalid.

e.d. [Electronic voting at a runoff election will be held over a two-day consecutive period. Voting will begin at 12:00am \(Pacific Standard Time\) on the first day of an election and will conclude at 12:59 PM \(Pacific Standard Time\) on the last day of an election.](#)

d.e. Students may cast their vote electronically through an approved administrative computing platform approved by CSUSB Information Technology Services.

e.f. Students in need of certain accommodations may choose to cast their ballot in person at the ASI Office (both at the San Bernardino and Palm Desert Campuses) on election days so long as they present their California State University, San Bernardino identification card (Coyote One Card) or a valid picture identification card.

f.g. Any paper ballots that are used are to be alphabetized once they have all been cast. All ballots will be checked against the PeopleSoft rosters.

g.h. Ballots without names and/or student identification number on them will not be counted.

h.i. The Elections Committee Chair and Director for the Office of Student Leadership and Engagement will oversee the vote count and confirm the results of the election. Results of an election shall be posted in a timely manner.

7. Vote Requirements for Candidates

a. In order to be elected, a candidate running for executive office must receive a simple majority (50%+1) of the votes cast for the office in question. For the ASI BoD positions, the candidates receiving the largest number of votes will be elected.

b. If no candidate for executive office receives a simple majority of the votes cast for the office in question, a runoff election will be held between the two (2) candidates receiving the largest number of votes in the general elections. In the case where there are only two (2) candidates and neither receives a simple majority (50%+1), the candidate receiving the largest number of votes shall be declared the winner.

8. Term of Office

- a. A term of office for all those elected in the general ASI election shall be in conjunction with one fiscal year (as defined by the University) immediately following their election and at the beginning of the following academic year, unless they resign or are removed according to established procedures. The candidate elected into office shall be known as “elect”.
- b. Anyone elected in a special election shall take office after the results of said election are certified and shall remain in office until the end of the fiscal year they are elected in, unless they resign or are removed according to established procedures.

9. Election Results

- a. Elections results may be obtained under the advisement of the Director of Student Leadership and Engagement by the Elections Committee Chair following the close of voting.
- b. Election results shall be announced by the Elections Committee Chair at the Elections Reveal event held directly after the close of the official election period.
- c. Election results will be posted outside of the ASI Office at both the San Bernardino and Palm Desert Campuses, on the ASI website, social media, and electronically emailed to the student body

10. Resolving conflicts between the ASI Elections Policy and Procedures, and the ASI Bylaws

- a. In the event of a conflict between the provisions of the ASI Elections Policy and Procedures and the ASI Bylaws, the ASI Bylaws shall take precedence over the ASI Elections Policy and Procedures.

E. Campaign Regulations

1. Requirements and Restrictions

- a) Campaign materials or activities must be used or take place only during the time specified by the Elections Committee (from the official announcement of candidates running for office, until 11:59 PM on the last day of the election). It is the responsibility of the candidate to be knowledgeable of what can and cannot be done during the election period. Any questions should be posed to the Elections Committee Chair or Elections Committee advisors.
- b) The deliberate or innocent use of ASI and Student Union equipment and supplies is forbidden.
- c) Candidates cannot distribute materials in classrooms (in-person or virtual) once class is in

session without the professor's permission. It is up to the instructor's discretion to allow candidates to take class time for presentation.

- d) Candidates may not tamper with, remove, relocate, conceal, or otherwise touch any other candidate's campaign materials. Candidates may repost an online image or post via social media of another candidate as long as it is not tampered with or damaging to their campaign. Candidates are responsible for the actions of their Campaign Team. This section may be considered grounds for disqualification.
- e) No campaigning inside the Pfau Library building. The intent of this provision is to prohibit campaigning or any related activities in all areas of the Pfau Library building, including those areas which are being used as classrooms.
- f) No campaigning, posting, or distributing of campaign materials may be done within fifty (50) feet of the San Bernardino campus ASI Office and five (5) feet from the Rancho Mirage Student Center, in which the Palm Desert Campus ASI Office is located)
- g) No candidate names shall be broadcasted over any AV equipment (unless ASI is facilitating the broadcasting).
- h) Candidates that are current ASI officers and/or employees may not wear ASI-issued staff gear while campaigning, this includes election events or personal promotion.
- i) Candidates are prohibited from providing electronic devices to potential voters to cast their ballot.
- j) Candidates are prohibited from asking potential voters to use their own electronic device to vote on the spot.
- k) Candidates are prohibited from taking and using another student's device to cast that student's ballot.

2. Campaign Expenses

- a) Campaign Spending Minimums and Maximums
 - i. The campaign expenses, fair market value, including donated or in-kind goods and services, for any candidate shall not exceed a maximum of \$700 per individual candidate in a non-run-off election.
 - ii. The described campaign expenses shall not exceed \$250 for run-off elections.
 - iii. Any cost associated with internet campaigning shall be included in the above caps.
- b) All candidates, including those who have been elected into office, must submit a financial report of campaign expenses by the deadlines listed in the election's timeline. Failure to submit any financial reports by the given deadlines may result in disqualification.
- c) Candidates are still required to submit an expense report even if they have no expenses

associated with their campaign.

- d) Campaign expenses shall be carefully reviewed by the Elections Committee.

3. Materials, Posting, and Advertising

- a) All posting and distribution of materials, billboards and other materials will be done in accordance with current university guidelines and policies.
- b) All campaign materials are subject to review and approval by the Chair of the Elections Committee.
- c) Posting is permitted on any 'General-Use Bulletin Board.' Posters must not exceed 11x17 inches. in size. Only one poster is allowed for an individual in each bulletin. The poster may not overlap other posters and must be fastened with tacks or staples – not tape.
- d) A disclaimer must be on all campaign materials, including any social media posts or bios (this includes each individual online account) in a minimum of 12-point font (where applicable) and read "ASI as a corporation does not endorse any candidate in the election". No other wording or variation is acceptable and will be deemed a violation.
- e) Candidates running for re-election cannot utilize an ASI email or ASI-gear as part of their campaigning.
- f) Candidates running for re-election may use their current ASI titles on campaign materials.
- g) Candidates are prohibited from using any type of ASI logo (current or past) on their campaign materials. This does not include the sharing or reposting of an official ASI Elections social media post already containing the ASI logo.
- h) No campaign posting in locations that strictly prohibit it.
- i) Food and beverage giveaways are prohibited.
- j) Bribing votes is not allowed.
- k) Campaigning at the Palm Desert Campus must follow university guidelines for that campus.
- l) Candidates may not post more than one (1) flyer per bulletin board on campus. Flyers or posters may not cover another candidate's flyer.
- m) Writing on windows of private cars with permission of the owner is allowed.
- n) No campaigning is allowed in any parking lots or parking structures, this includes placing flyers on vehicles.
- o) No posting on buildings, steps, windows, posts, lawn areas, railings, trees, traffic control signs, utility poles, construction fences, vehicles, campus directories, trash or recycle bins; in garden areas, flower beds, or newspaper racks; or within ponds or fountains.

- p) Taping and chalking any campaign materials to building floors or campus pavement (including sidewalk) is not allowed.
- q) No staked signs (metal, wood, or plastic) may be used for campaigning (this includes wired signs or anything that goes into the ground).
- r) The issuance of any money or monetary equivalents that can be exchanged for real goods to potential voters as part of a campaign will be considered grounds for disqualification.
- s) All campaign materials must be removed by 5:00 PM the next business day after the last day of voting.
- t) Candidates or their campaign teams may not use CSUSB academic based platforms to campaign such as Canvas, Coyote Connection, and MyCoyote.

4. Social Media

- a) Candidates who use any social media electronic platforms such as personal profiles or unique profiles for campaigning purposes must add the Elections Committee Chair to them. Failure to add the Elections Committee Chair to these platforms within 24 hours of their creation (or first post if it's a personal profile) will result in the elimination of that platform use for that candidate.
- b) Any and all campaign material posted on social media must include a disclaimer that reads "ASI as a corporation does not endorse any candidate in the election" in a minimum of 12 pt. font (if applicable). No other wording or variation is acceptable and will be deemed a violation.
- c) Candidates who create social media profiles specifically for campaigning purposes must also include the disclaimer stated above in their profile bios.
- d) No electronic campaigning shall begin prior to the formal campaigning period.
- e) Candidates and/or their campaigning team are prohibited from commenting on posts on ASI social media pages to campaign.
- f) Candidates are allowed to share or repost official ASI social media posts regarding elections for the sole purpose of promoting elections-related resources, deadlines, or programs.

5. Breach of Conduct

- a) Any candidate who is found participating, sharing, or promoting false statements that damage another candidate's reputation or their campaign via online electronic platforms may be disqualified and be referred to the University for disciplinary action.
- b) The "liking", reposting, or affirming of an online post that discriminates against protected classes is considered a violation.
- c) During its normal operations, inclusive of campaign activities, Associated Students, Inc. follows the California Department of Fair Employment and Housing protections afforded to the following classes; race, color, religion (includes religious dress and grooming

practices), sex/gender (includes pregnancy, childbirth, breastfeeding and/ or related medical conditions), gender identity, gender expression, sexual orientation, marital status, medical Condition (genetic characteristics, cancer or a record or history of cancer), Military or veteran status, National origin (includes language use and possession of a driver's license issued to persons unable to provide their presence in the United State is authorized under federal law), ancestry, disability (mental and physical including HIV/AIDS, cancer, and genetic characteristics), genetic information, Request for family care leave, Request for leave for an employee's own serious health condition, request for Pregnancy Disability Leave, retaliation for reporting patient abuse in tax- supported institutions, age (over 40) ("Protected Classes"). Associated Students, Inc. neither supports or condones any derogatory or harassing comments made towards such Protected Classes. Any individual connected with Associated Students, Inc. and is found to make derogatory or harassing comments towards a Protected Class will be separated from Associated Students, Inc. However Associated Students, Inc. does support open non derogatory or non-harassing conversations directly regarding topics of issues dealing with Protected Classes.

6. Endorsements

- a) For the purposes of this policy, an endorsement is defined as support of any candidate for elected office. These endorsements can also be made on social media through a public posting or by sharing online content from a candidate. Following a candidate on social media, liking a status or commenting on a post is not considered an endorsement.
- b) ASI resources may not be used to endorse a candidate. ASI resources include, but are not limited to, things such as webpages, social media platforms, Coyote Connection page, ASI-owned marketing equipment, or the ASI office at San Bernardino or Palm Desert Campus.
- c) Candidates running for re-election may use their current ASI titles on campaign materials but are prohibited to use any type of ASI logo, or their current ASI email.
- d) Clubs and organizations may choose to endorse a candidate on their own terms without the candidate having prior knowledge.
- e) Candidates who falsify an endorsement will be disqualified.
- f) Candidates are allowed to endorse other candidates running in the ASI election.
- g) University departments cannot endorse candidates.

7. Campaigning in on-campus housing and the Santos Manuel Student Union

- a) Candidates may campaign at these locations so long as they adhere to all posting policies as set forth by the University and their individuals departments and/or buildings.

F. Violations

1. Disqualification of a Candidate or invalidation of an election

- a. In order to ensure the fairness of an election, candidates will be subject to follow the rules within this policy. Failure to do so will result in a violation. The Elections Committee shall be sole determiner of whether or not a violation has occurred during the elections process.
- b. Candidates may be disqualified or an election may be invalidated by a two-thirds vote of the voting members of the Elections Committee. Any decision of the Elections Committee is final and must be reported to BoD.
- c. Any appeals will be submitted to the Office of the Vice President for Student Affairs (or their designee) and ASI Elections Chair. Their decision is final.

2. Report of Violation

- a. If any candidate or student observes a candidate, or campaign team member violating the elections policy or university policies and procedures that govern student conduct, they are permitted to report the offense formally (in writing) to the Elections Committee.
- b. Formal complaints will be accepted through submission of an ASI Elections Violation Report Form found on the ASI website.
 - i. The ASI Elections Violation Report Form shall include the name of the individual filing the complaint, their contact information and the section of a policy that is believed to have been violated.
- c. The Elections Committee Chair and Advisors will make every effort to resolve any and all complaints or disputes informally. Candidates who run for office are expected to comply with all efforts to resolve complaints informally whenever possible.
- d. Failing to reach an informal resolution or if the candidate fails to comply with the informal resolution, the Elections Committee will convene and have the ability to resolve the complaint by any of the following procedures:
 - i. The Elections Committee may decide to hold a formal hearing within twenty-four (24) hours of receiving any formal complaint.
 - ii. The Elections Committee may also decide to dismiss complaints without a formal hearing or to hold a formal hearing at any time up until or at their next regularly scheduled committee meeting.
 - iii. If the complaint is against the Elections Committee Chair, that complaint should be filed directly with the ASI BoD at a scheduled meeting.
 - iv. The Elections Committee Chair will notify the Elections Committee, Advisors and candidates involved of the date and time of the formal hearing.
 - v. Both parties involved in the complaint may present pictures, eyewitness accounts, or written statements at the hearing.
 - vi. Any and all evidence must be brought to the hearing to be considered during committee deliberations. The Elections Committee Chair will Chair the hearing and make sure that order ensues. If a candidate fails to maintain order during a hearing, the Elections Committee has the right to cancel the hearing, or to decide the complaint without the evidence that candidate would have provided.
 - vii. The candidate making the complaint will have the opportunity to present their complaint and evidence first (along with all their witness statements).
 - viii. Following the presentation of evidence from both sides, the Elections Committee

will have the opportunity to ask questions and gather information from any persons present.

- ix. Complainants will not use the elections hearing as an opportunity to question or challenge one another. The hearing is an opportunity for the Elections Committee to gather information on issues pertaining to the complaint in question only.
 - x. The Elections Committee may vote at any time to close the hearing and move into closed session for deliberations.
 - xi. The Elections Committee has the right to impose any or all of the following sanctions against an individual candidate who is found to have violated the ASI Elections Policy, university policies or procedures concerning student behavior:
 1. Require an individual/candidate/campaign volunteers to refrain from any/all types of campaigning for a period of at least one hour, not to exceed a period of two weeks, prior to or during the course of an election (including during the hours of voting). Candidates will be given 2 hours to remove all campaign materials both physically and electronically.
 2. Report to the ASI BoD that a candidate be disqualified from assuming office.
 3. Report to the ASI BoD that the Presidential and/or specific ASI elections be declared null and void.
 - i. A special election would then be held in accordance with this policy and the ASI Bylaws.
- e. A candidate is free to campaign under the regulations of this policy up until a violation is officially issued with its specific restrictions.
 - f. No “anonymous” violations will be accepted by the Elections Committee.
 - g. The meeting of the Elections Committee shall remain open to the public.
 - h. Deliberations of violations the ASI Elections Committee may be conducted in closed session pursuant to CA Education Code Section 89307

G. Recall Procedures

1. Recall Procedures

- a. Recall procedures shall take effect when a petition bearing the signatures of 15% of an office holder’s constituency is presented to the Elections Chair of the Elections Committee. In the absence of the Elections Chair, the Elections Committee may vote (with a 2/3 vote) to accept the petition.
- b. The office holder being subject to recall may not replace themselves.

2. Petition Requirements

- a. Each petition must contain the printed name, signature and student ID number of all those signing the petition.
- b. Each petition must state who is being recalled and from what office he/she is being recalled. Petitions must contain the following statement: “We, the undersigned,

declare under penalty of the perjury that we are members of this ASI office holder's constituency, and that we wish to have this ASI office holder face a recall election."

3. Elections Committee Responsibilities

- a. It will be the responsibility of the Elections Chair to notify the office holder that is being recalled, the ASI Advisor and the Office of Student Engagement. If there is not an Elections Committee/Elections Chair, the BoD shall appoint a temporary Elections Chair for the duration of the recall election.
- b. An election date shall be set by the Elections Committee, which shall fall within fifteen (15) to twenty (20) school days receipt of the petition. The date must fall within a regular academic semester - fall or spring (excluding the summer semester).
- c. The recall election shall be publicized by the committee as soon as possible, but it must be publicized at least five (5) school days after receipt of the petition.

4. Campaign Regulations

- a. All campaign regulations of the Bylaws shall be adhered to. Only those members of the office holder's constituency shall vote.

5. Ballot Procedures

- a. The ballot for the recall election shall contain the following provisions:
 - i. It shall state: "Shall (office holder) be recalled from the office of (office)? "Yes" "No"
 - ii. If a majority of the vote is "Yes", then the office holder shall be removed from the office immediately upon the announcement of the results.
 - iii. If a majority of the voter's vote "No", then the office holder shall be retained in office and shall not again be subject to recall for at least sixty (60) calendar days.

6. Recall Election Succession Procedures

- a. The succession to an office successfully vacated by a recall election will be in accordance with the ASI Bylaws.
- b. If no candidate wins a majority, a run-off shall be held within one (1) week between the two (2) candidates who received the most votes.




CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
Office of the President

Memorandum

Date: December 23, 2024

To: Dr. Mildred García, Chancellor, The California State University

From: Dr. Tomás Morales, President 

Cc: Steve Relyea, Executive Vice Chancellor and Chief Financial Officer
Danielle Garcia, Associate Vice Chancellor and Chief of Staff

Subject: CSUSB ASI Referendum 2025

On behalf of at California State University, San Bernardino's (CSUSB) Associated Students, Inc. (ASI), Intercollegiate Athletics program, and Division of Student Affairs, I am submitting this proposal for a fee referendum that would benefit the students of CSUSB by: 1) addressing the critical needs of our student body to continue fostering a vibrant, supportive, and engaging campus environment, and 2) further support our student-athletes' success both in the classroom and in competition, as well as uplifting the surrounding community through their volunteer efforts. This referendum, though years in development, has been delayed due to multiple considerations related to the best interests of students, changes in leadership, and evolving campus priorities. Consequently, we have not made the annual or bi-annual increases to our Student Association fee that we see at many of our fellow CSU campuses (see Table 2). Additionally, many of these campuses allocate their Student Association fee solely to ASI while CSUSB is one of only four campuses that allocates a portion of the fee to their Athletics program (see Appendix A). The need for this initiative has only grown over the last 12 years, and we believe its approval is essential to ensure our students' continued success and well-being. If approved, this referendum would establish an increase to our Student Association fee, which includes both the ASI student fee, as well as the Athletics student fee.

While we believe students will benefit in both the short- and long-term through their increased investment in both ASI & Athletics, the distinct history of and impact that each area has had on our campus and our students is truly invaluable to student engagement, student retention, and students' sense of belonging.

909.537.5002 • fax: 909.537.5901 • www.csusb.edu/president
5500 UNIVERSITY PARKWAY, SAN BERNARDINO, CA 92407-2393

ASI – The Cornerstone of CSUSB Student Engagement for 60 Years

For nearly 60 years, Associated Students, Inc. (ASI) has been a campus leader in student advocacy, programming, and engagement at CSUSB. In that time, we have adapted to fluctuating enrollment, economic uncertainty, and shifting student demographics while maintaining our commitment to enhancing campus life. While more than 12 years have gone by since our last Student Association fee increase, many of our sister CSU campuses have made incremental increases to their fees over the same time period. Regardless, ASI at CSUSB has done its best to reexamine operational and program expenses to offer outstanding services to our student body without increasing the financial burden on students to accomplish this goal. However, ever-increasing costs paired with a decline in enrollment have strained our ability to sustain vital programs and services.

The proposed ASI portion of the Student Association fee increase represents a modest yet impactful step toward preserving and expanding the initiatives that define the CSUSB student experience. CSUSB ASI is proposing an annual increase of \$48 to our current fee, which will be rolled out over three years to allow students to adjust to the increase.

To follow is a description of where the ASI fee increase will be allocated.

The ASI portion of the fee has three key components informed by student leaders' consultation with their constituents. We are proud to see that our student leaders have been thoughtful and intentional about gathering student input to ensure that the proposed fee increase supports initiatives that are responsive to student needs and their desire for a robust and engaging student life at CSUSB.

The areas the ASI portion of the referendum will support include:

1. Revitalization of Student Engagement and Campus Life

The Student Enrichment and Entertainment initiative will include hosting large-scale concerts, cultural celebrations, and dynamic events to create a vibrant and inclusive community. With \$30 per student per semester, generating approximately \$497,131 annually, we can attract high-profile performers, improve event production, and offer the quality and scale of diverse programming our students deserve. These shared experiences are vital to fostering Coyote Pride, community bonds, sense of belonging, as well as positively impacting larger campus goals related to student recruitment and retention.

2. Student Equity Scholarships

The Parking Pass Scholarship initiative addresses the financial burden of parking costs for commuter students who make up more than 92% of CSUSB students. By allocating \$2 per student per semester, we aim to generate \$33,142 annually to provide equitable access to education. This initiative underscores our commitment to removing financial barriers to success for all students.

3. Sustain Critical ASI Operations

The General Operations initiative maintains ASI's leadership, advocacy, and programming infrastructure. At \$16 per student per semester, generating \$265,136 annually, this funding aims to support the continuity of services that enrich the student experience and adapt to the evolving needs of the campus.

Below is a more detailed explanation of how this phased approach balances the immediate need for funding while minimizing the financial impact on students by distributing the cost incrementally

General Operations

- Year 1 (\$11.00): This represents 70% of the \$16 needed for general operations. This first year's increment will help us return to nearly the required operational costs quickly, allowing us to hire back student staff, broaden our services for students, and bring back student programming we had to cut over the years due to financial reductions.
- Year 2 (\$3.00): This accounts for 20% of the \$16 and allows for a gradual approach to sustaining operational needs and offsetting additional expenses.
- Year 3 (\$2.00): This represents the final 10%, ensuring we reach the full amount needed while spreading the cost over time.

Student Enrichment and Entertainment

- Year 1 (\$21.00): This represents 70% of the \$30 needed to support Student Enrichment and Entertainment. The larger initial increment is crucial to nearly match the performance levels achieved over the past few years.
- Year 2 (\$6.00): This accounts for 20% of the \$30 and helps us continue building towards the full cost.
- Year 3 (\$3.00): This final 10% increment ensures sustainable support for these programs.

Parking Pass Scholarship

- Year 1 (\$2.00): This represents 100% of the \$2 needed for the Parking Pass Scholarship. Implementing this amount in the first year helps address the urgent need to get students on campus faster, ensuring the benefits of the referendum are realized as soon as it takes effect.

ASI Fee Increase Implementation Timeline 2025-2028 (Table 1)

	2025-2026	Total
ASI General Operating		\$11.00
Student Enrichment and Entertainment		\$21.00
Parking Scholarship		\$2.00
	2026-2027	Total
ASI General Operating		\$3.00
Student Enrichment and Entertainment		\$6.00
Parking Scholarship		\$0.00
	2027-2028	Total
ASI General Operating		\$2.00
Student Enrichment and Entertainment		\$3.00
Parking Scholarship		\$0.00

Furthermore, if the student body votes in favor of the Student Association fee increase, our student leaders have agreed to permit CSUSB’s fall 2025 graduates, who will have paid a portion of the increased fee during their final semester, to engage with and utilize ASI programs and services during spring 2026.

In recent years, ASI has drawn down over \$500,000 from its reserves to sustain these critical programs. While this temporary solution allowed us to increase engagement, it is not sustainable. Without dedicated funding, ASI will be forced to scale back or eliminate many transformative initiatives, jeopardizing the vibrancy and cohesion of campus life.

This referendum is more than an operational necessity—it is an investment in the holistic development of CSUSB students. By approving this fee increase, we can ensure dynamic programming, strengthen retention rates, and position CSUSB as a leader in student engagement within the CSU system.

CSUSB Athletics – 10 Teams, One Pack, Inspiring Coyote Pride for 40 Years

CSUSB Athletics has long been an essential part of our campus culture, comprised of 10 varsity teams, 255 current student-athletes, and 1,845 identified student-athlete alumni. Our program has a rich history of competitive excellence, having achieved significant milestones such as two National Championships, 15 NCAA West Region Championships, 31 CCAA Regular Season Championships, and 11 CCAA Tournament Championships. As we celebrate the 40th Anniversary of Coyote Athletics in the 2024-2025 academic year, we reflect on the tremendous impact our student-athletes have made in competition and throughout the community.

However, our athletics program is facing increasing financial challenges that threaten the ability to continue providing the necessary resources and support for our student-athletes. Through the last referendum, passed in 2012, CSUSB Athletics annually receives \$33 per student for scholarship support. Consequently, CSUSB Athletics currently offers only 56% of the allowable scholarships per NCAA guidelines. Our student athletes face a rising cost-of-living, and the time required to dedicate themselves to competition leaves them with limited opportunities to secure alternative financial resources. Furthermore, approximately 60% of our student-athletes are Pell-eligible, reflecting their exceptional financial need. Therefore, we are proposing a \$48 increase to the Athletics portion of the Student Association fee. Targeting these new funds toward scholarships helps ensure our student-athletes are better supported, both academically and athletically. By addressing this funding need, we will be able to provide our student athletes with the financial stability necessary to succeed at the highest levels of competition and academia.

The CSUSB Athletics Department is currently operating at a deficit, with a significant portion of our scholarship budget allocated to supporting the housing needs of our student-athletes. Many of these athletes rely on on-campus housing to maintain a stable living environment that allows them to focus on their academic and athletic commitments. At the same time, the university's on-campus housing has struggled to meet occupancy targets prior to and following the COVID-19 pandemic. By providing additional support for our student-athletes' housing, we not only assist them in managing their living costs but also help stabilize housing occupancy across campus, ensuring more students are able to benefit from a residential experience and fully experience university life.

This proposed fee increase has significant implications not only for our current student athletes but also for the broader CSUSB community. Our student-athletes are often the leaders in community engagement and volunteer efforts, giving back through various initiatives and inspiring the next generation of students. By securing additional scholarship funding, we will be able to support the holistic development of our student-athletes, allowing them to thrive in their athletic pursuits and their academic goals.

An Initiative to Increase Student Engagement & Student Success

We appreciate your consideration of this proposal and look forward to your support in ensuring the continued success of CSUSB’s ASI and Athletics programs. By approving our ability to move forward with a referendum to support this fee increase, we will strengthen student engagement, build a stronger future for our Athletics program, foster pride within our university, and ensure that our students receive the CSUSB student life experience they deserve. While we understand that CSU students have expressed concerns about the increasing cost of attendance to join our institution, more than half of CSUSB’s students are Pell-eligible and approximately 90% receive some form of financial aid. Consequently, the direct financial impact of the proposed fee increase will not be felt by many of our students. CSUSB currently has the fifth-lowest Student Association fee across the entire California State University system (see Table 2). The proposed annual \$96 increase to CSUSB’s Student Association fee includes both the ASI fee increase of \$48 and the Athletics fee increase of \$48 that will help to bridge the gap in funding for both departments.

We appreciate your consideration of this essential initiative and look forward to sharing any additional information that would be helpful to determine how we can work together to enhance the CSUSB student experience.

ASI Fee Comparison by CSU Campus (Table 2)

2024-25		2023-24		2022-23		2021-22	
Campus	Fee Amount						
Bakersfield	459.00	Bakersfield	441.00	Bakersfield	419.00	Bakersfield	409.00
San Luis Obispo	395.00	San Luis Obispo	379.00	San Luis Obispo	368.00	San Luis Obispo	359.00
Sonoma	304.00	Sonoma	294.00	Sonoma	278.00	Sonoma	270.00
Northridge	254.00	Northridge	246.00	Northridge	238.00	Northridge	230.00
San Jose	220.00	San Jose	211.00	Maritime Academy	210.00	Maritime Academy	210.00
Maritime	210.00	Maritime	210.00	San Jose	201.00	San Jose	196.00
Stanislaus	190.00	Stanislaus	182.00	Fullerton	172.00	Fullerton	168.00
Fullerton	188.00	Fullerton	181.00	Stanislaus	172.00	Stanislaus	162.00
Monterey Bay	180.00	Monterey Bay	180.00	Sacramento	156.00	Channel Islands	150.00
Sacramento	178.00	Sacramento	170.00	Chico	152.00	Sacramento	150.00
Chico	166.00	Chico	160.00	Channel Islands	150.00	San Marcos	150.00
Long Beach	156.00	Long Beach	156.00	San Marcos	150.00	Chico	142.00
Channel Islands	150.00	Channel Islands	150.00	Long Beach	136.00	Long Beach	136.00
San Marcos	150.00	San Marcos	150.00	Dominguez Hills	135.00	Dominguez Hills	135.00
Dominguez Hills	139.00	Dominguez Hills	139.00	East Bay	129.00	East Bay	129.00
Humboldt	136.00	Humboldt	136.00	San Bernardino	129.00	Pomona	127.00
East Bay	129.00	East Bay	129.00	Pomona	127.00	San Bernardino	123.00
Pomona	127.00	Pomona	127.00	Humboldt	117.00	Humboldt	117.00
San Bernardino	123.00	San Bernardino	123.00	San Francisco	108.00	San Francisco	108.00
San Francisco	108.00	San Francisco	108.00	Monterey Bay	96.00	Monterey Bay	96.00
San Diego	70.00	San Diego	70.00	San Diego	70.00	San Diego	70.00
Fresno	69.00	Fresno	69.00	Fresno	69.00	Fresno	69.00
Los Angeles	54.00	Los Angeles	54.00	Los Angeles	54.00	Los Angeles	54.00

ASI Committee Appointment Application

On behalf of the Associated Students, Inc., we thank you for your interest in being a volunteer in ASI through our committees. Before proceeding, please take a moment to review our academic involvement requirements below.

[Academic \(GPA & Unit Load\) & Conduct Requirements \(Click to download\)](#)

It is important that you understand our eligibility requirements prior to applying, as failure to meet any of these can lead to a delay in your application or rejection. Eligibility may vary for each position.

All questions regarding involvement in ASI can be sent to asi-hiring@csusb.edu.

Applicant Information

Please select the area in which you are interested in applying for.

Finance Committee (ASI)

Name

Vonetta Jones

Coyote ID

Email

Phone

Address

Date of Birth

Current Class Standing

Expected Graduation Date (Month/Year)

Junior

December 2027

Supplemental Questions

Question #1: Name or describe the qualities that make you a great candidate for the committee you are applying for. Include any relevant experience, previous roles, etc.

With a strong background in leadership, organization, and academic excellence, I am a dedicated candidate for this committee. As the STEM Representative for Umoja, I have successfully advocated for students, coordinated events, and fostered an inclusive academic environment. My experience in organizing initiatives such as the Umoja general meeting, porch talks, and food drives showcases my ability to manage logistics and bring people together effectively. Earning an Associate Degree in Mathematics and pursuing a Mathematics for Teaching BS at CSUSB highlights my analytical skills, discipline, and commitment to education. Additionally, my entrepreneurial experience running Vonetta Collections and participating in the Blended Impacts TAM Fellowship demonstrates my strategic thinking and innovation. Through my tutoring role at SBCCD and leading public discussions, I have developed strong communication skills and the ability to engage diverse audiences. My interest in software development and problem-solving reflects my adaptability and drive for continuous learning. With these skills and experiences, I am confident in my ability to contribute meaningfully to this committee's mission.

Question #2: Why are you interested in being involved with ASI and what do you hope to get out of this opportunity?

I am interested in being involved with ASI because I am passionate about student advocacy, leadership,

and creating meaningful opportunities for my peers. My experiences as the STEM Representative for Umoja, a tutor at SBCCD, and an entrepreneur have shown me the importance of student engagement and representation in shaping a supportive academic environment. ASI provides a platform to amplify student voices, address key concerns, and implement initiatives that foster academic and personal growth.

Additionally, the financial position within ASI aligns with my skills and interests, as it offers an opportunity to apply my analytical and problem-solving abilities in a leadership capacity. Through this role, I hope to gain experience in financial management, budgeting, and resource allocation while also further developing my leadership skills. I am eager to collaborate with diverse student groups, advocate for student needs, and contribute to meaningful changes on campus. This opportunity will allow me to combine my passion for student advocacy with practical financial experience, preparing me for future leadership roles.

Supplemental Documents

Class Schedule (term applying for)

Screenshot_20250116_184012_Gallery.jpg

Resume (Optional)

Cover Letter (Optional)

Letter of Recommendation (Optional)

Academic Consent Authorization

ASI believes that the academic responsibility of a student should always remain a priority. Students who do not meet the academic requirements will be removed from the application pool. You can refer to [ASI's Grade Policy](#) for more information.

Please acknowledge one of the following

I certify that I meet the GPA requirement for the position I am applying for, and consent for ASI to check my academic eligibility.

Student Conduct Consent Authorization

ASI wants to ensure that student employees have and maintain a conduct record free from campus violations or disciplinary actions. Students who have a disciplinary record with the Office of Student Conduct will be removed from the application pool.

Please acknowledge one of the following

I certify that I meet the student conduct requirements mentioned above and consent for ASI to review my conduct record if needed.

Almost done! Your feedback is valuable to us in all of our processes. Tell us how you heard about the position you are applying for! (Select all that apply)

Word of mouth

ASI Committee Appointment Application

On behalf of the Associated Students, Inc., we thank you for your interest in being a volunteer in ASI through our committees. Before proceeding, please take a moment to review our academic involvement requirements below.

[Academic \(GPA & Unit Load\) & Conduct Requirements \(Click to download\)](#)

It is important that you understand our eligibility requirements prior to applying, as failure to meet any of these can lead to a delay in your application or rejection. Eligibility may vary for each position.

All questions regarding involvement in ASI can be sent to asi-hiring@csusb.edu.

Applicant Information

Please select the area in which you are interested in applying for.

Finance Committee (ASI)

Name

Melissa De La Rosa

Coyote ID

Email

Phone

Address

Date of Birth

Current Class Standing

Expected Graduation Date (Month/Year)

Sophomore

05/27

Supplemental Questions

Question #1: Name or describe the qualities that make you a great candidate for the committee you are applying for. Include any relevant experience, previous roles, etc.

In my current part time position at the Rancho Mirage Student Center we budget our own events making me have experience in finance.

Question #2: Why are you interested in being involved with ASI and what do you hope to get out of this opportunity?

I am interested in the financial committee because I hope it brings me more experience and opportunities.

Supplemental Documents

Class Schedule (term applying for)

IMG_1239.jpeg

Resume (Optional)

Cover Letter (Optional)

Letter of Recommendation (Optional)

Academic Consent Authorization

ASI believes that the academic responsibility of a student should always remain a priority. Students who do not meet the academic requirements will be removed from the application pool. You can refer to [ASI's Grade Policy](#) for more information.

Please acknowledge one of the following

I certify that I meet the GPA requirement for the position I am applying for, and consent for ASI to check my academic eligibility.

Student Conduct Consent Authorization

ASI wants to ensure that student employees have and maintain a conduct record free from campus violations or disciplinary actions. Students who have a disciplinary record with the Office of Student Conduct will be removed from the application pool.

Please acknowledge one of the following

I certify that I meet the student conduct requirements mentioned above and consent for ASI to review my conduct record if needed.

Almost done! Your feedback is valuable to us in all of our processes. Tell us how you heard about the position you are applying for! (Select all that apply)

Mike asked us if anyone was interested so i jumped to applying

Board of Directors: Appointment Application

On behalf of the Associated Students, Inc., we thank you for your interest in joining our Board of Directors. You can only submit one application per position. For information on each position, click on the following: [Board Member Description](#)

All questions regarding involvement in ASI can be sent to asi-hiring@csusb.edu.

This is a non-paid student position, however there are service incentives available for each semester served. You may choose one of the following: a Semester Parking Pass, Coyote Dining Dollars, or a Bookstore Voucher

Applicant Information

Please select which position you are applying for.

College of Education Representative

Name

Jesus Ramirez-Castillo

Coyote ID

Email

Phone

Address

When is the best day and time to reach out to you?

Date of Birth

Current Class Standing

Expected Graduation Date (Month/Year)

Junior

12/2026

Supplemental Questions

Question #1 (Required): Name or describe the qualities that make you a great candidate for the position you are applying for. Include any relevant experience, previous roles, etc.

As a Student Ambassador for the Vice President's Office of Student Affairs, I have gained valuable insight into the resources offered by the Division of Student Affairs. This experience has equipped me with the knowledge and tools to assist students in need. I am passionate about connecting with students and am always eager to offer support and guidance whenever possible.

In addition, my leadership role as Head Recruitment Chairman in my fraternity has helped my ability to manage important responsibilities within an organization. I understand the significance of teamwork, communication, and decision-making in driving success, and I am committed to applying these skills to my

position.

Question #2 (Required): How will you be able to balance this position with your other responsibilities? (including coursework)?

I will create a detailed schedule to keep up with work, ASI, and school tasks. I will evaluate the importance of each task based on deadlines. I will delegate when possible. Throughout my years in leadership roles I learned that it is hard for one person to do all the work, so pass on tasks to my committees or team members to ensure everything runs smoothly.

Question #3 (Optional): What do you believe are the most pressing issues students are facing currently?

Many students at CSUSB face challenges such as financial difficulties, finding a sense of belonging, and maintaining mental health. With the support of the Student Affairs office and ASI, my goal is to assist students in the College of Education to the best of my ability.

Supplemental Documents

Class Schedule (term applying for)

Jesus Ramirez-Castillo Spring 2025 Class Schedule.pdf

Resume

Jesus Ramirez Resume.pdf

Cover Letter (Optional)

Letter of Recommendation (Optional)

Academic Consent Authorization

In order to be considered for appointment, you must have a 2.75 GPA in both semester and overall course. You must have completed one semester at CSUSB to be eligible (not including summer sessions).

Students who do not meet the academic requirements will be removed from the application pool. You can refer to [ASI's Grade Policy](#) for more information.

Please acknowledge one of the following

I certify that I meet the GPA requirement for the position I am applying for, and consent for ASI to check my academic eligibility.

Student Conduct Consent Authorization

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Please acknowledge one of the following

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Almost done! Your feedback is valuable to us in all of our processes. Tell us how you heard about the position you are applying for! (Select all that apply)

Word of mouth

Email

EDUCATION

California State University, San Bernardino

Bachelor of Arts, Liberal Studies – General Concentration

Expected May 2026

PROFESSIONAL EXPERIENCE

Office of the Vice President, Student Affairs | **Student Ambassador** | San Bernardino, CA | *Sept. 2022 – Present*

- Serving as a liaison, providing students with information and guidance on campus resources and school updates.
- Coordinating and assisting in the planning of student events and activities.
- Managing phone inquiries, offering timely responses and directing calls as needed.

Starbucks | **Barista** | Riverside, CA |

June 2022 – Sept. 2022

- Prepared high-quality beverages and ensured customer satisfaction by delivering excellent service.
- Collaborated with team members to maintain efficient operations and ensured coworkers had necessary supplies.
- Provided exceptional customer support at the register, handling transactions accurately and quickly.
- Fostered a positive and welcoming environment for both customers and colleagues.

VOLUNTEER EXPERIENCE

Coyote's Cares Day | **Volunteer** | San Bernardino, CA |

Spring 2023

- Lutheran Social Services by organizing and distributing hygiene kits for homeless individuals.
- Participated in shelter clean-up efforts, contributing to a positive environment for those in need.

Louis Robidoux Library | **Volunteer** | Jurupa Valley, CA |

Oct. 2019 – June 2022

- Assisting with a variety of tasks and community outreach projects.
- Maintained library organization by shelving materials, ensuring easy access for patrons.
- Ensured a clean, safe, and welcoming environment by supporting the cleaning and upkeep of the facility.
- Assisted staff with various tasks to enhance the library's service to the community.

PRESENTATION

California State University, San Bernardino | **Presenter** | San Bernardino, CA |

Aug. 16, 2024

- Presented on the *topic "The Impact of Stress Management on Performance and Well-Being for College Students"* at the DSA Annual Professional Development Conference: Recharge and Energize: Plug into Student Affairs.

SKILLS

- *Bilingual Proficiency:* Fluent in Spanish and English (written and spoken) | Proficient in Microsoft Office Suite (Excel, Word, Teams) for administrative tasks and communication. | Friendly/Positive and welcoming attitude | Honest Helpful person | Team-player | Leader | Communication Skills | Problem-solving abilities | Self-motivated | Willingness to learn | Calm under stress

AWARDS

- California State University, San Bernardino | **Dean's List** Fall 2023
- California State University, San Bernardino | **Student Employee Nominee** Spring 2023 & 2024
- California State University, San Bernardino | **Brother of the Semester** Fall 2024

AFFILIATIONS

California State University, San Bernardino | San Bernardino, CA |

Aug. 2023 - Present

Pi Kappa Alpha International Fraternity, Head Recruitment Chairman

Board of Directors: Appointment Application

On behalf of the Associated Students, Inc., we thank you for your interest in joining our Board of Directors. You can only submit one application per position. For information on each position, click on the following: [Board Member Description](#)

All questions regarding involvement in ASI can be sent to asi-hiring@csusb.edu.

This is a non-paid student position, however there are service incentives available for each semester served. You may choose one of the following: a Semester Parking Pass, Coyote Dining Dollars, or a Bookstore Voucher

Applicant Information

Please select which position you are applying for.
College of Social & Behavioral Sciences Representative

Name
Niamh Murphy-Gonzalez

Coyote ID **Email** **Phone**

Address

When is the best day and time to reach out to you?

Date of Birth **Current Class Standing** **Expected Graduation Date (Month/Year)**
Freshmen May/2028

Supplemental Questions

Question #1 (Required): Name or describe the qualities that make you a great candidate for the position you are applying for. Include any relevant experience, previous roles, etc.

I am an excellent candidate for the position of board of directors for the college of social and behavioral sciences as I am an intrinsically motivated individual with desire and motivation to improve the underrepresented social and behavioral sciences. While motivation is abundant at CSUSB, I believe what sets me apart from my peers is my unwavering commitment to my work. Whether that be coursework, volunteering, employment, or extra curricular activities, I can assure my discipline in every matter I become involved with. I'm currently a member of ASI at CSUSB. Through ASI's Howl Squad program I have gained confidence in my leadership qualities and can offer skills I have learned as a committee member for the

Administrative Systems Council. Being on the committee allows me to bring awareness to the campus community and make decisions that improve student wellbeing. As a Criminal Justice major within the college of social and behavioral sciences, I have firsthand experience with faculty, resources, students, and more. Ultimately, I am prepared and willing to represent my esteemed college.

Question #2 (Required): How will you be able to balance this position with your other responsibilities? (including coursework)?

I am confident in my ability to represent my college while maintaining my involvement with Howl Squad, the university honors program, criminal justice club, employment, and everyday coursework. My first semester of college I quickly adapted and seamlessly included these tasks in my life without faltering academically. My motivation, work ethic, and desire to succeed allowed me to be involved on campus while still finishing the semester with a 3.9 GPA. I have no doubt in my ability to effectively represent my college while remaining an active member of my previous activities and commitments.

Question #3 (Optional): What do you believe are the most pressing issues students are facing currently?

I recognize two significant issues the college of social and behavioral sciences is undergoing. As a representative I would address the community presence of this college on campus, and budget constraints. Overall, the college of social and behavioral sciences is underrepresented on campus. This college is unrecognized widely by students; by implementing my skills in leadership and my unique perspective as a freshman, I would take action to get the college updated through the use of technology and campus activities. By improving the presence of this college on campus, students would be introduced to many academic departments and opportunities we have to offer. This would significantly improve enrollment for majors within the college and in turn, improve funding and resources. My second issue to be addressed if welcomed to the position is ensuring the college resources are being utilized to support students and faculty. I'm aware of several departments within the college that struggle as a result of limited budgets. As a representative I would hope to oversee spending and consult with students, faculty, and fellow board members to allocate funds to benefit the college in its entirety.

Supplemental Documents

Class Schedule (term applying for)

IMG_2024.jpg

Resume

Niamh_Gonzalez (1).pdf

Cover Letter (Optional)

Letter of Recommendation (Optional)

Niamh Murphy-Gonzalez Letter of Recommendation.pdf

Academic Consent Authorization

In order to be considered for appointment, you must have a 2.75 GPA in both semester and overall course. You must have completed one semester at CSUSB to be eligible (not including summer sessions).

Students who do not meet the academic requirements will be removed from the application pool. You can refer to [ASI's Grade Policy](#) for more information.

Please acknowledge one of the following

I certify that I meet the GPA requirement for the position I am applying for, and consent for ASI to check my academic eligibility.

Student Conduct Consent Authorization

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Almost done! Your feedback is valuable to us in all of our processes. Tell us how you heard about the position you are applying for! (Select all that apply)

Word of mouth

Board of Directors: Appointment Application

On behalf of the Associated Students, Inc., we thank you for your interest in joining our Board of Directors. You can only submit one application per position. For information on each position, click on the following: [Board Member Description](#)

All questions regarding involvement in ASI can be sent to asi-hiring@csusb.edu.

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Applicant Information

Please select which position you are applying for.

Students with Disabilities Representative

Name

Dominic Bertolo

Coyote ID

Email

Phone

Address

When is the best day and time to reach out to you?

Date of Birth

Current Class Standing

Expected Graduation Date (Month/Year)

Junior

05/2026

Supplemental Questions

Question #1 (Required): Name or describe the qualities that make you a great candidate for the position you are applying for. Include any relevant experience, previous roles, etc.

I'm currently a Student Assistant at Services to Students with Disabilities and have been for over a year. Additionally I was an instructor at a summer camp for kids ranging from ages 7 to 18 where I had a significant amount of neurodivergent children to teach. I used the skills and experience I learned from being a Student Assistant at SSD in order to find unique approaches to accommodate these children so that they could adequately complete their goals they had when it came to complicated projects such as game development, robotics, and even 3d-modeling. Not only have I been exposed to various students with disabilities on our campus through my job as a Student Assistant but I've successfully implemented

skills and my experience into another field. This makes me qualified for representing what Services to Students with Disabilities stands for as a department and understand the value that we bring to our student body.

Question #2 (Required): How will you be able to balance this position with your other responsibilities? (including coursework)?

I am quite capable balancing my courses with my work schedule in addition to having plenty of time for personal projects and studying for outside courses. Even with those responsibilities I still manage to make a large amount of time for myself. The key to success is adequately blocking time to do specific tasks and prioritizing what needs to be accomplished first based on how important it affects others, how needed it is for me to be successful in completing such task. I would continue to apply this when selected for the position.

Question #3 (Optional): What do you believe are the most pressing issues students are facing currently?

There is a heavy disconnect with Services to Students with Disabilities and the student body about the services that we can provide them. Often times we experience that students go their entire college adventure and only find out about the power SSD has to enable them to success. Requiring professors to briefly mention it on syllabus day is not enough as many students struggling with something as simple as testing anxiety can be excelling if provided the resources they are right to have provided to them given their circumstances. In addition the way that many professors communicate to students about our department furthers the stigma that asking for help or accommodations is in some way asking for an easy way out or a discount to the difficulty. This is a highly prevalent issue that needs to be address to help our students succeed by not having them feel shameful for trying to seek out their resources they rightfully deserve.

Supplemental Documents

Class Schedule (term applying for)

Class Schedule Spring 2025.png

Resume

Resume.pdf

Cover Letter (Optional)

Letter of Recommendation (Optional)

Academic Consent Authorization

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Please acknowledge one of the following

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Almost done! Your feedback is valuable to us in all of our processes. Tell us how you heard about the position you are applying for! (Select all that apply)

Teams message from our staff members at SSD

Dominic Bertolo

Education

Bachelor of Science, Double Major: Computer Science and Computer Engineering
California State University, San Bernardino - *May 2026*

Work Experience

iD-Tech

Berkeley, CA

Technology Instructor

MAY 2024 - AUGUST 2024

- Instructed over 90 students from ages 9 to 17 years old in the following courses: Roblox Game Design and Lua Coding, BattleBots with Vex Robotics, and 3D Modeling and Printing
- Taught game design principles to students and how to create an experience in Roblox Studio reflecting those principles
- Lead students to form teams and helped them design and build a robot with the goal of competing against others as seen in the television show BattleBots
- Guided students in learning 3D modeling and sculpting concepts and applying them by creating structures in Blender that they would 3D print

California State University, San Bernardino - Student Research

San Bernardino, CA

Research Assistant for Artificial Intelligence

SEPTEMBER 2024 - NOVEMBER 2024

- Assisted in developing and maintaining a project that demonstrates the applications of Retrieval Augmented Generation models through the use of chatbots utilizing user-provided information

California State University, San Bernardino - Services to Students with Disabilities

San Bernardino, CA

Student Assistant - Accommodation Service

DECEMBER 2023 - PRESENT

- Assisted in front-office operations and provided accommodation services to students with disabilities
-

Skills

Programming Languages: Lua / Luau, Python, C/C++, Java, HTML, CSS, Javascript / Typescript

Technologies Used: Roblox Studio, Blender

Relevant Coursework: Discrete Mathematics, Applied Linear Algebra, Data Structures & Algorithms, Machine Organization & Logic, Compilers, Operating Systems, Formal Languages + Automata, Algorithm Analysis

Board of Directors: Appointment Application

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Applicant Information

Please select which position you are applying for.

College of Natural Sciences Representative

Name

Christian gordo

Coyote ID

Email

Phone

Address

When is the best day and time to reach out to you?

Date of Birth

Current Class Standing

Expected Graduation Date (Month/Year)

Senior

May 2025

Supplemental Questions

Question #1 (Required): Name or describe the qualities that make you a great candidate for the position you are applying for. Include any relevant experience, previous roles, etc.

As a transfer student senior the time I have spent at CSUSB I have been as involved as possible. Working as a orientation leader revealed to me qualities of leadership, organization, public speaking and teamwork that I had to utilize to be successful. Additionally I currently serve as Student at Large for the PDC advisory committee. Being a part of this committee requires from me qualities of professionalism and punctuation which are qualities I am still enhancing in my time in the committee currently. Furthermore I currently am a volunteer for the emergency department as Desert Regional Medical Center. In this role I assist in being a extension and third set of hands for every healthcare provider in the ER physicians,

nurses, medical assistants and other staff. Doing many tasks that include organization, cleaning, assisting with patients. This role has affected me in using qualities of sympathy, care and multitasking as well as consideration for others well being. Speaking to patients and comforting and reassuring them.

Question #2 (Required): How will you be able to balance this position with your other responsibilities? (including coursework)?

I will use my calendars and schedule my time responsibly and make reminders for important tasks. Complete assignments in my coursework early to allow enough time for extracurriculars.

Question #3 (Optional): What do you believe are the most pressing issues students are facing currently?

I believe a pressing issue is what students will do once they have graduated. What steps to take and which career is best for them. How to go about applying to programs, which entrance exams to take and how to study for them. This is a issue I face currently from my own experience I strongly believe this is a issue many students face.

Supplemental Documents

Class Schedule (term applying for)

Screenshot 2025-01-19 at 12.34.57 AM.png

Resume

Gordo Christian Resume .pdf

Cover Letter (Optional)

Letter of Recommendation (Optional)

Academic Consent Authorization

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Word of mouth

Social Media



**Christian
Gordo**

SUMMARY

Dedicated and adaptable professional with a proactive attitude and the ability to learn quickly. Strong work ethic and effective communication skills. Eager to contribute to a dynamic team and support organizational goals.

SKILLS

- First aid and CPR certified
- Patient Care
- Analytical Skills
- Bilingual in Spanish and English
- Community Advocacy
- Policy Development

EXPERIENCE

Advisory Committee - Student At Large

Palm Desert, California

Cal State San Bernardino/ Sep 2024 to Current

- Participated in a variety of campus events, such as career fairs, lectures, and workshops.
- Developed and implemented strategies to increase student engagement.
- Researched new initiatives to improve student life on campus.
- Attended meetings with faculty members to discuss upcoming projects.

Emergency Department Volunteer

Palms Springs, California

Desert Regional Medical Center / Aug 2024 to Current

- Assisted nurses and physicians with patient care by taking vital signs, stocking medical supplies, and providing comfort to patients.
- Transported patients between hospital areas efficiently using wheelchairs and stretchers
- Performed basic, non-invasive medical assistant duties.
- Assisted with room preparation for incoming patients in accordance with facility guidelines.

Orientation Leader

Palm Desert, CA

Cal State San Bernardino/ Jun 2024 to Current

- Prepared and presented information about student services, academic programs, campus resources and other topics related to student life.
- Managed registration and check-in processes for orientation events, ensuring a smooth and efficient experience for attendees.
- Created a welcoming environment for incoming students by providing them with advice on how to adjust to college life.
- Collaborated with other staff members in organizing large-scale orientations for first-year and transfer students.

Research Assistant

Palm Desert, California

Cal State San Bernardino/ Jun 2024 to Aug 2024

- Assisted in the method design and implementation of experimental protocols.

- Verified accuracy of data by conducting quality assurance checks on collected materials.
- Collaborated with other researchers in developing study designs, methods, and tools for data collection.

Construction Project Manager

Indio, CA

JGL Construction/ Dec 2022 to Current

- Monitored the progress of construction projects ensuring quality control standards were met.
- Provided technical guidance to on-site personnel including laborers and supervisors.
- Interpreted blueprints and plans and relayed information to team of workers.
- Negotiated contracts with vendors, suppliers, contractors, and other stakeholders.

Construction Frammer

Indio, CA

JGL Construction/ Dec 2019 to Current

- Read blueprints or instructions to determine the type of framing required.
- Erected wooden structures such as rafters, studding, joists and trusses.
- Screwed together boards for sub-flooring, walls or other construction projects.

Personal Trainer

Palm Desert, California

EOS Fitness/ Jul 2023 to Aug 2024

- Tailored fitness regimens to client-specific goals
- Provided instructions in proper form, technique, and safety when performing exercises.
- Scheduled appointments with clients and communicated effectively with them via phone or email.
- Conducted assessments to evaluate clients' current physical condition, strength, flexibility, and body composition.
- Coached and encouraged participants during exercises and routines.

EDUCATION AND TRAINING

Bachelor of Science: Kinesiology

California State University - San Bernardino Expected in May 2025

San Bernardino, CA

- [2023] - Dean's List
- 3.68 GPA
- Kinesiology Student Association Member, [2023-2024]
- OSR- Office of Student Research Member, [2023]
- Participated in [Meeting of the mind CSUSB research synopsis event], [2023]
- ASI CSUSB Student Government, Student at Large

Associate of Science: Kinesiology

College of The Desert May 2023

Palm Desert, CA

BYLAWS FOR THE REGULATIONS, EXCEPT AS
OTHERWISE PROVIDED BY STATUTE OF ITS
ARTICLES OF INCORPORATION, OF

ASSOCIATED STUDENTS, INCORPORATED (ASI)
CALIFORNIA STATE UNIVERSITY,
SAN BERNARDINO

Approved, Updated, and Adopted by the ASI Board of Directors:
BD 15-24 | February 23, 2024

ARTICLE I
Membership

Section 1. Active Membership. The Corporation shall have only one class of members within the meaning of Section 5056 (a) of the California Corporation Code.

- A. Such members are hereinafter referred to as Members, and shall be limited to students enrolled at California State University, San Bernardino (hereafter referred to as CSUSB), other than students registered solely in extension classes.
- B. All Members must pay the semester Associated Students, Incorporated (hereafter referred to as ASI) membership fee described in Article I, Section 5 of these Bylaws, except for those members defined by the CSU or CSUSB as eligible for fee waivers.
- C. Members are entitled to vote in any ASI election, receive notices of meetings, be appointed, or elected as Directors or Executive Officers, inspect certain books and records, and otherwise exercise rights of a member as set forth in the provisions of the California Non-profit Corporation Law.

Section 2. Honorary Membership. Honorary Membership may be granted to people who have served the ASI in exceptional capacities.

- A. Pursuant to Section 5332 of the California Corporations Code, Honorary Membership may be granted to any individual by a resolution of the Board of Directors (hereafter referred to as the BoD) passed by a majority vote of the filled voting positions present at the BoD meeting.
- B. Honorary Members are entitled to all ASI privileges exclusive of making motions, voting, and holding office, and will not be required to pay a membership fee.

Section 3. Term of Membership.

- A. Members. Membership shall be determined on a semester basis, with membership commencing on the first day of the semester for which membership fees were paid and terminating immediately prior to the first day of the subsequent semester. If a member is terminated from enrollment either voluntarily or by the University, their membership is expired.
- B. Honorary Members. A lifetime membership shall be granted to all Honorary Members unless otherwise specified by the ASI BoD.

Section 4. Membership Not Transferable. Membership in the Corporation is not transferable.

Section 5. Membership Fees.

- A. The membership fee is fixed pursuant to California Education Code Section 89300, and is subject to increase only upon approval by majority vote of the Members.
- B. The membership fee shall be collected at the time of registration with CSUSB, except as otherwise provided in the California Education Code Section 89301.
- C. In the case that membership terminates or is terminated mid semester, the membership fee is non-refundable, pursuant to university policy.

Section 6. Special Advisors.

- A. Special Advisor as designated by the ASI BoD: A Special Advisor shall function under the following criteria. Special Advisors:
 - 1. Are not voting members of the BoD.
 - 2. May not be counted for quorum.
 - 3. Cannot motion or second.
 - 4. Cannot vote.
 - 5. May participate in BoD discussions.
 - 6. May participate as members on committees.
 - 7. Are exempt from BoD meeting attendance requirements.
- B. Term: The term for Special Advisors (with the exception of Director of Internal Affairs and Director of External Affairs) will begin on June 1st of each year (or appointment date from BoD) and will end on May 31st of the following year.

Commented [HG1]: do special advisors need appointments from BoD?

Commented [MR2R1]: I would think yes.

Section 7. Administrative Appointees.

- A. Administrative Appointees are regular full-time employees of California State University, San Bernardino, California (CSUSB) or Associated Students, Incorporated (ASI), and are voting members of all the BoD by virtue of their employment position or appointment by the President of CSUSB. The following positions are named as Administrative Appointees:
 - 1. ASI Executive Director
 - 2. ASI Advisor (Dean of Students)
 - 3. University President's Designee
- B. Term: The positions designated above shall have an indefinite appointment to the BoD unless amended by law.

ARTICLE II **Membership Voting**

Section 1. Single Class of Membership. The Corporation shall have one class of voting membership consisting of those persons identified in Article I, Section 1 of these Bylaws.

Section 2. Member Voting Rights. On each matter submitted to a vote of the Members, each Member shall be entitled to cast one vote. Proxy voting is prohibited.

Section 3. Manner of Casting Votes. Cumulative voting is prohibited.

Section 4. Action By Written/Electronic Ballot Without a Meeting.

- A. Notwithstanding any provision herein to the contrary, any matter or issue requiring the vote of the Members, including the election of Directors, may be submitted for vote by ballot without the necessity of calling a meeting of the Members, so long as the requirements for action by ballot set forth in this Section 4 are met. Except as otherwise determined by the ASI BoD in a specific instance, and except for a request pursuant to Article IX, Section 2 of these Bylaws, for a special meeting, all matters to be put to a vote of the Members shall be conducted pursuant to a ballot as set forth in this Section 4.
- B. Content of Ballots. Any ballot distributed to the Members to vote on an issue shall set forth the proposed action and provide an opportunity to specify approval or disapproval of the proposal.

Section 5. General Election.

- A. A General Election shall be conducted annually in accordance with the current ASI Elections policy.
- B. Elections may only be conducted during the fall and spring semesters excluding the fall, spring, and summer breaks. No elections, or election activities, will be conducted during final exam week.
- C. The grade point average (GPA) to run for any major student government office will be defined in the ASI GPA Policy in accordance with the CSU Chancellor's Office Policy for Minimum Academic Qualifications. The rules governing the specifics of the minimum to maintain office will be specified in the ASI GPA Policy.
- D. Students may not hold an individual executive office as defined in Article IV for more than two (2) terms, whether or not those two terms are consecutive or non-consecutive terms, within a six-year period after the initial point of matriculation.
- E. The specific regulations governing all elections shall be stated in the Elections Policy. All amendments to the Elections Policy shall be made sixty (60) days prior to an election and approved by a simple majority of the ASI BoD.
- F. In the event of a conflict between the ASI Bylaws and the ASI Elections Policy, the ASI Bylaws will prevail.

ARTICLE III **Board of Directors**

Commented [CF3]: Clarification between BoD and Executive Officers needed. Should be considered two separate parties.

Commented [AH4R3]: I don't think there needs to be a separation seeing as it talks about executive officers in there capacity as board members. There is also another section exclusively on executive officers.

Section 1. General Corporation Procedures.

- A. The ASI BoD shall be the primary policy making body of ASI and shall be the final authority for all the corporate matters of ASI.
- B. The ASI BoD shall interpret student issues and perspectives which shall then be carried out by the ASI executives, directors, chairs, committees (Standing, Regular or Ad Hoc), and employees.
- C. The ASI BoD may express its representative position by praise, censure, sanction, or suggestion to the administration, faculty, student body, or other groups. Censure or sanction may take whatever form the ASI BoD sees fit to impose on a case-by-case basis within the framework of its fiscal and corporate responsibilities. This includes, but is not limited to, such penalties as withholding funds, stipends/wages or funds granted through any other ASI committee, sub-committee or entity to whatever individual or organization. Once an item of potential sanction or censure is brought to the attention of the BoD, the BoD may appoint an ad-hoc committee to investigate the situation, or the BoD may pursue other courses of action at their discretion. The decision of the BoD in resolving the issue(s) is final.
- D. The ASI BoD may delegate the management of the activities of the Corporation to any person/persons or committee (Standing, Regular, or Ad Hoc) composed of a minimum of two (2) or more voting Directors provided that:
 - 1. The activities and affairs shall be managed, and all corporate powers shall be exercised under the ultimate direction of the ASI BoD.
 - 2. There are six types of actions which, regardless of ASI BoD resolution, cannot be delegated to any committee. They are:
 - a. the filling of vacancies on the BoD or in any committee.
 - b. the amendment or repeal of Bylaws or the adoption of any new Bylaws.
 - c. the amendment or repeal of any resolution of the BoD which by its express terms is not so amendable or repealable.
 - d. the appointment of other committees of the BoD or the members thereof.
 - e. the approval of any self-dealing transaction, as such transactions are defined in Sections 89906 - 89909 of the Education Code

Section 2. Composition. The ASI BoD shall be comprised of the following:

- A. Voting student directors and student executive officers of the ASI BoD shall consist of:

1. President (Chair)
2. Executive Vice President
3. Vice President of Finance
4. Vice President of Palm Desert Campus.
5. One (1) Director from the College of Education (or Liberal Studies).
6. One (1) Director from the College of Arts and Letters.
7. One (1) Director from the College of Natural Sciences.
8. One (1) Director from the College of Social and Behavioral Sciences.
9. One (1) Director from the Graduate Studies program.
10. One (1) Director from the College of Business and Public Administration.
11. Two (2) Directors At Large.
12. One (1) Director representing Athletics (current or former CSUSB student athlete).
13. One (1) Director from the student resident housing complex.
14. One (1) Director representing international students.
15. One (1) Director representing students with disabilities.
16. One (1) Director representing clubs and organizations on campus.

Non-Student Voting Members

1. One (1) Director (administration member) appointed by the University President.
2. The ASI Executive Director in their capacity as the Chief Financial Officer (CFO).
3. The ASI Advisor appointed by the University Vice President of Student Affairs.

Elected Non-Student Voting Members -

- a. Elected non-student members from their designated governing bodies of the University, appointed by the ASI BoD.
 4. One (1) Director (faculty member) appointed by the Faculty Senate.
 5. One (1) Director (staff member) appointed by Staff Council.

B. Special Advisors to the ASI BoD

Commented [HG5]: potential changes due to SC structure

1. The following positions are designated as Special Advisors to the ASI Board of Directors:
 - a. ASI Director of External Affairs
 - b. ASI Director of Internal Affairs
 - c. Special Representatives as appointed by the BoD
 2. A non-student Special Advisor's appointment is for one year, or until May 30th of the academic year of the appointment.
- C. During periods of vacant BoD positions, the BoD will continue to conduct business with the available members and will count quorum as specified in **Article IX, Section 6A**.

Section 3. Qualifications & Eligibility. The ASI Executive Director shall request the ASI Advisor to verify the qualifications of ASI BoD members.

- A. Undergraduate students, as defined by university policy, must meet the minimum academic eligibility requirements established for the California State University and ASI Policies and Procedures. Failure to meet the minimum academic eligibility requirements will require the student's resignation from office.
- B. Graduate students, as defined by university policy, are allowed to hold any ASI BoD position, providing that they are certified by the Dean of Graduate Studies in good standing and are regularly enrolled. Graduate students must meet the minimum academic eligibility requirements established for the California State University and ASI Policies and Procedures. Failure to meet the minimum academic eligibility requirements will require the student's resignation from office.
- C. Individuals that were previously elected or appointed to office and were unable to fulfill their duties as stated in these Bylaws, are ineligible to assume office.

Section 4. Term of Office. The ASI BoD ~~student members and elected, non-student~~ members shall serve terms of one year in length. All BoD members will begin their appointment on June 1st of their elected year (or appointment date from the BoD) and will end on May 31st of the following year

Commented [HG6]: do we want to include staff council & faculty senate?

Commented [AH7R6]: I don't think we should for the main reason of consistency, as long as that person is willing to serve then we can keep them. If they choose to leave then they could get reappointed.

Section 5. Vacancies. Student vacancies on the ASI BoD shall be filled by recommendation of majority vote of the ASI Vacancy Committee in accordance with Article VI Section 2.

- A.
- A. Appointment of Board Positions by the ASI President

Commented [AH9R8]: Isn't this the job of vacancy committee? Also doesn't this defeat the purpose of vacancy committee which ensures separation of powers?

In the event that the ASI Board of Directors lacks a majority of student representation at the start of an academic semester, the ASI President shall have the authority to nominate eligible students for vacant positions on the Board. These nominations are intended to quickly establish a working majority of student members, ensuring that the Board can fulfill its governance responsibilities effectively.

Commented [HG10R8]: the section below this provides more clarification. it states the process in the case that there are not enough student members in the BoD to even form a vacancy committee.

The process for appointments shall be as follows:

1. Nomination of Candidates: The ASI President shall identify and nominate qualified students to fill vacant positions, considering candidates' qualifications, experience, and commitment to serving on the Board.

2. Board Confirmation Vote: Following the President's nomination, the entire ASI Board of Directors will vote to confirm each nominee. A simple majority vote is required for each nominee to be appointed officially to the Board.
3. Establishment of Student Majority: This nomination and voting process will continue until a student majority is established within the Board.
4. Role of Vacancy Committee: Once a student majority is reached, the ASI Vacancy Committee will be appointed and will be responsible for filling the remaining vacant positions, following the standard procedures outlined in the ASI Bylaws.

Section 6 Resignation. In the event a Board Member should resign, a written notice of their resignation shall be submitted to the Chair. In the event of an involuntary resignation (as defined by Article IX, Section 11 of these Bylaws) no such written notice is required.

Section 7. Powers. The activities and affairs of the Corporation shall be conducted, and all corporate powers shall be exercised by or under the direction of the ASI BoD. The ASI BoD shall have the power and duty to:

- A. Delegate the management of the activities of the Corporation to any person(s) or committee(s), provided that the activities and affairs of the Corporation shall continue to be under the ultimate direction of the ASI BoD.
- B. Oversee and provide for the general direction of all executives, agents and employees of the Corporation, and ensure that their duties are properly performed.
 1. In the event that an elected or appointed agent of the Corporation fails to properly perform their duties as stipulated in the Articles of Incorporation, these Bylaws, ASI Corporate Policies and Procedures, or official acts of the ASI BoD, the ASI BoD may delegate such a duty to another executive, agent, or employee of the Corporation ensuring that it does not breach any contracts of employment.
 2. Such a delegation of power requires at least majority vote of the filled voting positions present at the BoD meeting and is not subject to veto (unless it is a breach of an employment contract).
- C. Approve new Bylaws or change existing Bylaws in accordance with Article XI, Section 3 of these Bylaws.
- D. Review, amend, approve, and present the annual budget of the Corporation to the President of the University.
 1. |
 1. Once the budget is approved, any changes contrary to the original amount allocated to any line item cannot exceed five hundred dollars (\$500) without approval from the ASI Board of Directors (BoD).
 2. Transfer of funds from one account to another exceeding five hundred dollars (\$500) will require approval from the ASI Board of Directors.
 3. Transfer of funds from one line item to another within the same account exceeding three thousand dollars (\$3,000) will require approval from the ASI Board of Directors.

Commented [MR12R11]: I would take it \$15,000

Commented [AH13]: I honestly think that this is a high amount to be transferred in between line items in the budget process. Is there reasoning behind why this amount is so high?

[Not to be included in this section] Transfers of funds from one account to another are limited to a maximum of five hundred dollars (\$500) with approval from the ASI Finance Committee; any transfer over this amount requires ASI BoD approval. Additionally, transfers of three thousand dollars (\$3,000) or less from one line item to another within the same account only require approval from the ASI Finance Committee, while transfers exceeding this amount will require ASI BoD approval.

2. The ASI BoD may transfer funds between any line-item account in the ASI budget.
- E. Create such Policies and Procedures as it deems necessary for procedural and administrative purposes, subject to approval by a majority vote of the filled voting positions present at the BoD meeting.
- F. Shall resolve an election dispute in which the election was invalidated or the candidate was disqualified from running for office by the Election's Committee (See Article VI, Section 2, B1, 6) of these bylaws.

Section 8. General Responsibilities.

A. Committees. All student directors of the ASI BoD shall participate and serve on a minimum of one (1) ASI committee and one (1) campus-wide committee (contingent on available campus-wide committees). Committee responsibility includes attendance at each meeting, active participation, and reporting back to the BoD after each meeting. Board Members who fail to meet their committee requirements throughout the academic year may be removed from office.

Commented [VB14]: I feel that this should be optional and not a minimum requirement.

Commented [HG15]: Talk to PC about it

B. Office Hours. All student directors of the BoD shall establish and maintain a series of office hours to be no less than three (3) hours per week during the fall and spring semesters. Office hours are to be interpreted as the following: time spent attending meetings with deans/university officials, volunteering at ASI events, serving on campus-wide or ASI committees, working on reports, and/or engaging with constituents. The date and time of these office hours shall be displayed in a public location. Student directors who fail to establish and attend office hours during the academic year may be removed from office.

C. Meeting Attendance

Attendance is defined as being present (in-person or virtually) prior to the announcement of unfinished business and remaining until the scheduled ending time for the meeting, unless accommodations have been agreed upon with the ASI President for academic purposes.

Commented [CF16]: This is my suggestion for attendance at the moment. I would also consider doing it based per semester, but then moving to 3 missed meetings total and 3 virtual meetings totally per semester.

Commented [AH17R16]: would this be three meetings per semester?

a. All student directors of the ASI BoD are expected to attend all regularly scheduled ASI BoD meetings in person and may not miss more than four (4) meetings in an academic year. Student directors who fail to attend four (4) regularly scheduled meetings in-person in an academic year will be removed from office. An attendance report shall be kept by the Executive Vice President.

Commented [HG18]: Consider "virtual" language & absences for athletics rep.

b. In lieu of an absence, Student directors of the ASI BoD may attend up to four (4) regularly scheduled ASI BoD meetings virtually per academic year. Student directors who attend more than four (4) regularly scheduled meetings virtually in an academic year may be removed from office. A virtual attendance report shall be kept by the Executive Vice President.

Commented [AS19R18]: I agree. Because an Athletics Rep will almost always have a varying schedule and other commitments, I feel like they should also be part of an exception.

i. The ASI Vice President of Palm Desert Campus and any other student director who is taking majority of or all of their classes at the Palm Desert Campus are permitted to attend all ASI BoD meetings virtually.

Commented [AH20]: I don't believe that punishing people for wanting to be virtual is the right way to go and advertise when we talk about wanting to keep board members.

ii. Summer and winter break BoD meetings are excluded from this attendance requirement

- iii. Any regularly scheduled meetings that become virtual through notice of the ASI President will not be counted towards a student director's virtual attendance report
- c. Student directors may be subject to removal from the ASI BoD upon more than four (4) absences or more than four (4) virtual meetings attended in an academic year, whichever comes first.
- d. An absence from an ASI BoD meeting may be excused if a BoD Member has a conflicting obligation that is crucial to them keeping their BoD position (example: academics, Athletics Representative missing a BoD meeting due to scheduled Athletics Game or Meet). Such absence must be communicated to the ASI President and ASI Executive Vice President at least two (2) business days prior to the meeting .

Commented [AH21]: Is there going to be anything put in here about missing board meeting for academic reasons not counting towards absences?

Commented [AH22]: Is there going to be anything put in here about missing board meeting for academic reasons not counting towards absences?

Commented [HG23]: Attendance is defined as being present prior to the announcement of unfinished business and remaining until the scheduled ending time for the meeting. (definition from CSUF attendance policy)

[Recommended Language for Clarification:]

All student directors of the ASI BoD are required to attend all regularly scheduled ASI BoD meetings in person. Student directors are allowed to miss a maximum of three (3) regularly scheduled meetings in the academic year. Upon their fourth (4th) absence, the student director will be removed from office. The Executive Vice President shall maintain an attendance report to track compliance with this policy.

The ASI Vice President of Palm Desert Campus and any other student director who is taking majority of or all of their classes at the Palm Desert Campus are permitted to attend all ASI BoD meetings virtually.

If a regularly scheduled meeting takes place at the Palm Desert Campus, PDC BoD members must be present in-person. BoD members from the San Bernardino campus are permitted to attend BoD meetings held at PDC virtually.

In lieu of an absence, Student directors of the ASI BoD may attend up to four (4) regularly scheduled ASI BoD meetings virtually per academic year (2 per semester with no rollover). Student directors who attend more than four (4) regularly scheduled meetings virtually in an academic year may be removed from office. A virtual attendance report shall be kept by the Executive Vice President.

Commented [AH24]: I don't believe that punishing people for wanting to be virtual is the right way to go and advertise when we talk about wanting to keep board members.

Summer and winter break BoD meetings are excluded from this attendance requirement

An absence from an ASI BoD meeting may be excused if the student director has a conflicting commitment or legitimate justification. For the purposes of this policy, conflicting commitment and legitimate justification are defined as:

- **Conflicting Commitment:** A prior obligation or responsibility that directly interferes with the ability to attend an ASI BoD meeting. This may include academic requirements (e.g., class, exam, or other official engagements that cannot be rescheduled (e.g. athletic games/meets for athletics representative).
- **Legitimate Justification:** A valid and reasonable cause for absence that is beyond the student director's control. Examples include illness, medical emergencies, family emergencies, or other unforeseen circumstances that prevent attendance.

Such absence must be communicated to the ASI President and ASI Executive Vice President at least two (2) business days prior to the BoD meeting (except those that classify as emergencies).

- D. Reports. Board Members are required to submit written reports on behalf of their constituency on the last Wednesday of every month to the ASI BoD Chair (not including summer), these reports must be placed on the ASI website.
- E. Training and Orientations
- a. Elected BoD Members: Elected Board Members will be found in breach of their responsibilities if they fail to attend summer trainings or orientations. Excusal from these responsibilities will require written communication submitted to the ASI President and Executive Vice President ahead of time. Make-up trainings coordinated ahead of time with the ASI Associate Director or Designee may suffice to meet this requirement.
 - b. Appointed BoD Members: Members who are appointed to the Board will have to attend a mandatory training upon appointment. Board Members will be found in breach of their responsibilities if they fail to attend this training.

Any training during the academic year may only be considered mandatory after a majority of the BoD has voted in favor of having one at a regularly scheduled meeting. Board members may only be excused for valid emergencies, illnesses, or classes.

Section 9. Removal of Board Members.

Board Members of the Corporation are subject from removal for breach of duties and responsibilities provided for in these Bylaws under Article III, section 8, the breach of any fiduciary duty, eligibility requirement or failure to comply with ASI Policy and Procedures. Any Board member who fails or ceases to meet any requirements as set forth in these bylaws will be removed from office, but may have an opportunity to appeal for reinstatement.

A. Appeal Process

1. Officers or Board Members that have been deemed of breach their responsibilities under Article II, section 8 will have an opportunity to appeal to the BoD to remain in office.
2. The ASI BoD can reinstate a board member by a 2/3 vote of the voting filled ASI BoD during a regularly scheduled meeting.
3. No appeals can be made for or conduct removals. Academic appeals are covered in the ASI GPA policy.

Commented [AH25]: Shouldn't this also be submitted to the ED seeing as he is the Advisor of the board?

Commented [VB26]: Many students have jobs on campus, would their campus jobs conflicting with ASI be a valid reason to miss a meeting/ training?

Commented [AH27]: Who determines if a board member is in breach of their responsibilities?

Commented [CF28]: ?

Commented [AH29R28]: If we define the requirements of attendance then this applies.

ARTICLE IV

Executive Officers

Section 1. Officers. The Executive Officers of the Corporation shall be the President; the Executive Vice President (Corporate Secretary); the Vice President of Finance; the Vice President of Palm Desert Campus; the Executive Director; and the Associate Director.

- A. The terms of the student Executive Officer positions shall begin on June 1st of their elected year (or appointment date from BoD) and ending on May 31st of the following year. Each Officer shall hold office for a term of one (1) year and until their resignation, removal, or other disqualification from service. (Nonprofit Corporation Law, paragraph 5213c).
- B. All student Executive Officers must meet the minimum academic eligibility requirements established for the California State University. Failure to meet the minimum academic eligibility requirements will require the student Executive Officer's resignation from office.
 1. All Executive Officers are required to attend all ASI BoD meetings, and are subject to the provisions of Article IX, Section 11 of these bylaws regarding involuntary resignation.
 2. The ASI Executive Director and the ASI Associate Director shall be designated executives of the Corporation and will comply with their position descriptions, the ASI Personnel Policy, the ASI Bylaws, and ASI Policy and Procedures as applicable in executing the duties of their positions.
 3. The ASI Executive Director is designated as the Chief Financial Officer of the Corporation and will execute the duties of that position as enumerated in their position description, the ASI Bylaws, and ASI Policies and Procedures as applicable.
- C. Individuals that were previously elected or appointed to office and were unable to fulfill their duties as stated in these Bylaws, are ineligible to assume office.
- D. Wages & Benefits:
 1. The student Executive Officers (President; Executive Vice President; Vice President of Finance; and Vice President of Palm Desert Campus) shall:
 - a. Be paid an hourly rate to be determined by the ASI BoD.
 - b. Incoming Executive Officers have the option of summer, on-campus housing, contingent on the following guidelines:
 - i. the current address of residency of the student Executive Officer is located 10 miles or more from the San Bernardino campus, or, the student Executive Officer lacks operable means of transportation to commute to the San Bernardino campus (if they reside less than 10 miles from campus).
 - ii. Student Executive Officer participates in the onboarding, training sessions and retreat(s) that occur during the summer.

Commented [AH30]: can summer parking passes or housing be an option, since executives are required to come during the summer?

iii. The duration of on-campus summer housing may begin at the start of the student's term in office (June 1st) and will end on the date that the Department of Housing & Residential Education considers the last or "check out" date for summer session I housing for that year. ASI will not fund extensions past that date.

2. Should a vacancy occur in any of the student executive positions prior to the expiration of their terms, then the individual who succeeds the incumbent will be awarded the basic wage and the supplemental scholarship coinciding with their term of office. Neither the basic wage nor the supplemental scholarship will be awarded retroactively.

E. Vacancy & Succession: The following will serve as the succession plan for the corporation should a vacancy occur in any of the student Executive Officer positions prior the expiration of their terms:

1. If there is a vacancy for President, the Executive Vice President shall assume office.
2. If there is a vacancy for Executive Vice President, the Executive Vice President Pro Tem shall assume office (Article IV, Section 6). If no Executive Vice President Pro Tem has been elected, then the Vice President of Finance shall assume the duties of office until an Executive Vice President is appointed by the Board of Directors.
3. If there is a vacancy for Vice President of Finance, the Vice President of Finance Pro Tem shall assume office (Article IV, Section 7). If no Vice President of Finance Pro Tem has been elected, then the President shall appoint a Vice President of Finance from the BoD and be confirmed by a 2/3 majority of the voting BoD membership.

Section 2. President.

A. Responsibilities and Duties. The ASI President shall:

1. Be the Chief Executive Officer and official spokesperson for ASI.
2. Ensure that the ASI Articles of Incorporation, Bylaws, and Policies and Procedures, Initiatives and Endorsements approved by the ASI BoD are adhered to and enforced.
3. Serve as a member of the ASI BoD and shall Chair the ASI BoD meetings in accordance with the provisions in Article III, Section 2 of these Bylaws.
4. Before fall semester census, the ASI President shall inform the ASI general membership of the initiatives adopted by the ASI BoD.
5. Serve as the voting representative to the California State Student Association (CSSA) or designate in writing a designee.
6. Attend campus-wide boards and committees that are assigned specifically for the ASI President and report back to the Board of Directors on the matters discussed. The ASI President may choose to delegate these commitments to a designee so long as this change is reported to the Board of Directors in advance.

Commented [CF31]: This has fallen out of practice. More clarification needed on this or should be struck all together.

Commented [AH32R31]: isn't this the practice of talking about the policy agenda with the board, and with the campus community?

7. Present a brief report to the ASI BoD at each regularly scheduled meeting outlining corporate work.

B. Subject to the following stipulations regarding student appointments, the ASI President shall:

1. Appoint the ASI committee chairs (Standing and Regular unless otherwise stipulated in these Bylaws), subject to simple majority confirmation vote of the filled voting positions of the ASI BoD or remove committee chairs from office.
2. Appoint or designate someone to oversee all student representatives to the Faculty Senate committees.
3. Appoint Corporate Liaisons as they deem necessary.
4. Serve on or designate a representative to the Santos Manuel Student Union Board of Directors.

Commented [HG33]: maybe mention a designee? or add this duty to the EVP?

Commented [CF34R33]: I like this change.

C. The ASI President may issue Executive Orders, subject to the following stipulations:

1. The President may issue Executive Orders on matters which are under the powers granted to the President, to be in effect until the President rescinds the order or leaves office.
2. If the ASI BoD is unable to meet, the President may issue an Executive Order on a matter that would be under the powers of the ASI BoD. This type of Executive Order shall only be in effect until such time that the ASI BoD can meet on the issue (i.e., a committee chair may be appointed and serve by an Executive Order until the ASI BoD can meet to approve or disapprove the appointment).
3. Executive Orders may not be issued to allocate funds or to express the opinion of the ASI. No Executive Order shall be issued to circumvent any Bylaw or Policy.

Section 3. Executive Vice President.

A. Responsibilities and Duties. The ASI Executive Vice President shall:

1. Serve as a student representative to the Student Union Board of Directors or appoint a designee.
2. Serve as the Secretary of the Corporation as defined by the Articles of Incorporation and be responsible for:
 - a. ensuring Board of Directors' minutes are accurate and sign the completed minutes.
 - b. recording vacancies, absences, committee assignments, and changes in elected or appointed positions. This responsibility shall be completed in a report to the ASI BoD on a monthly basis.
3. Coordinate and lead semesterly check-ins with all ASI BoD members.
4. Serve as a voting member and secretary of the ASI Finance Committee.
5. Serve as a voting member to the ASI BoD.

6. Work with the Director of Internal Affairs to appoint all student representatives to university campus wide committees.
7. Appoint the three (3) ASI BoD voting student representatives to the ASI Executive Committee, as needed (Article VI Section 3).
8. Chair the ASI Personnel & Development Committee and appoint, with a majority approval vote of the filled voting positions of the ASI BoD, all student representatives to the ASI Personnel & Development Committee.
9. Assume the office of President in the event of vacancy and shall serve as the Chair Pro Tem of the ASI BoD. In the absence of the President, the Executive Vice President will assume all powers of the Chair and responsibilities within the ASI BoD.
10. Present a brief report to the ASI BoD , as well as notify the ASI BoD in the event of any vacancies as they occur at each regularly scheduled meeting.
11. Serve as a delegate on behalf of the ASI President on campus-wide boards or committees when needed.
12. Be responsible for the completion of all duties assigned by the ASI President.

Section 4. Vice President of Finance.

A. Responsibilities and Duties. The ASI Vice President of Finance shall:

1. Chair the ASI Finance Committee and appoint seven (7) students who are not currently sitting on the ASI BoD to serve as the at-large members upon majority approval of the ASI BoD. The ASI Finance Committee Chair shall have the authority to remove any student, in consultation with the Executive Director or the Associate Director, who is not, or cannot, perform their duties as a member of the ASI Finance Committee.
2. Serve as a voting member on the ASI BoD.
3. **Oversee the Club Allocation Budget (CAB) training process.** **Oversee and maintain records of CAB awards, expenditures, and reimbursements for clubs.**
4. **The VP of Finance, in collaboration with the campus controller or their designee, will provide monthly reports to the BoD regarding Finance Committee budget expenditures.**
5. Serve as delegate and assume responsibility on behalf of the ASI President on campus-wide boards or committees as needed.
6. Present a brief report to the ASI BoD at each regularly scheduled meeting outlining Corporate financial matters.
7. Be responsible for the completion of all duties assigned by the ASI President.

- B. **The ASI Vice President of Finance may increase line-item amounts within the function of an operating expense by transfer from another line item in the same function. The aggregate increase for the fiscal**

Commented [AH35]: This might need to change seeing as we have a canvas course and workshops aren't mandatory. So we can change the wording to Oversee the revision of the CAB canvas course based on the CAB policy.

Commented [HG36R35]: indicating the canvas course might be too specific in the case that the future officers change things up. maybe "Oversee the Club Allocation Budget (CAB) training process" to keep it more general?

Commented [AH37R35]: I like that.

Commented [AH38]: Since this is something that the ED does already, then should we change that permanently in bylaws.

period shall be determined by majority approval of the ASI BoD, but shall not be more than five hundred dollars (\$500.00).

Commented [HG39]: ensure it coincides with FC (pg. 21) section, and powers of the BoD (pg. 8) section

Commented [AH40R39]: maybe raise the amount between line items, in the event that we need to move money and finance is not formed in time or BoD can't meet.

Section 5. Vice President of Palm Desert Campus.

- A. Eligibility: The office of ASI Vice President of Palm Desert Campus may only be held by a student who is enrolled at all times at the Palm Desert Campus and in accordance with the academic policies of the Corporation.
- B. Responsibilities and Duties: The ASI Vice President of Palm Desert Campus shall:
1. Serve as the student representative on behalf of the Palm Desert Campus to the ASI BoD.
 2. Chair the Palm Desert Campus Advisory Committee (PDCAC).
 3. Have the authority to remove members from the PDCAC subject to majority vote of the filled voting positions present at the BoD meeting.
 4. Ensure that the PDCAC will establish a meeting schedule at the beginning of each semester.
 5. Present a report of the actions and activities undertaken by the PDCAC to the ASI BoD.
 6. **Present a brief report to the ASI BoD at every regularly scheduled meeting**
 7. Serve as the main designee for all shared governance appointments at the Palm Desert Campus as a representative for PDC affairs.
 8. Be responsible for the completion of all duties assigned by the ASI President.

Section 6. Executive Vice President Pro Tem.

- A. An Executive Vice President Pro Tem shall be elected by the ASI BoD 30 days after the first) regularly scheduled meeting of the ASI BoD or 30 days after a vacancy occurs.
- B. The Executive Vice President Pro Tem shall be a voting student member of the ASI BoD.
- C. In the event of a vacancy of the Executive Vice President, they shall assume the Executive Vice President's powers and responsibilities within the ASI BoD and shall retain all voting privileges of an ASI BoD member until a replacement candidate for their ASI BoD position can be appointed and confirmed.

Commented [AH41]: can we please clarify an explicit deadline for when it should happen?

Section 7. Vice President of Finance Pro Tem.

- A. A Vice President of Finance Pro Tem shall be elected by the ASI BoD from the three (3) ASI BoD representatives to the Finance Committee 30 days after the first regularly scheduled meeting. or 30 days after a vacancy occurs. If none of the three (3) BoD representatives wish to take office, then another qualified member of the Finance Committee may be elected.

- B. The Vice President of Finance Pro Tem shall be a voting student member on the Finance Committee. Should the student voting member resign from the Finance Committee, then another shall be elected as stated in Section 7, Subsection A.
- C. In the event of a vacancy of the Vice President of Finance, they shall assume the Vice President of Finance's powers and responsibilities within the Corporation and shall retain all voting privileges of an ASI BoD member until a replacement candidate for their ASI BoD position can be appointed and confirmed.

Commented [AH42]: can we re-examine this because this year we have ran into board members on Finance committee not wanting to be finance pro-tem or dropping off board, which means dropping off finance.

Section 8. Vice President, Palm Desert Campus Pro Tem.

- A. Within 30 days after the first regularly scheduled meeting, one student will be elected from the PDCAC membership to be the Vice President of PDC pro tem.
- B. In the event of a vacancy of the Vice President of Palm Desert Campus, the Vice President of Palm Desert Campus Pro Tem shall assume the Vice President's powers and responsibilities within the PDCAC and shall retain all voting privileges of the PDCAC member until a replacement candidate for their PDCAC position can be appointed by the ASI President and confirmed by the BoD.

Section 9. Removal of Student Executive Officers.

Student Executive Officers of the Corporation are subject from removal for breach of duties and responsibilities provided for in these Bylaws, the breach of any fiduciary duty, eligibility requirement, or failure to comply with ASI Policy and Procedures. Any Executive Officer who fails or ceases to meet any required qualification that were in effect at the beginning of the Officers current term of office may be placed on the BoD agenda for removal. Removal of an ASI Executive Officer will require a majority vote by the ASI Board of Directors.

Commented [CF43]: Could be nit picking here, I feel like it flows better as "Student Executive Officers."

Commented [AH44R43]: If you change the title here then shouldn't this be changed throughout the whole document.

A. Breach of Duties and Responsibilities (Student Executive Officers)

1. Reports. Student Executive Officers are required to submit written reports on behalf of their constituency to the ASI Corporate Office on the last Wednesday of every month.. Officers will have breached this responsibility after failing to submit a report 2 times in an academic semester (not including summer).
2. Meeting Attendance. Student Executive Officers of the ASI BoD are required to attend all ASI BoD meetings in-person and not miss more than four (4) meetings in an academic year. Student Executive Officers who fail to attend four (4) regularly scheduled meetings in an academic year will be removed from office.
 - i. In lieu of an absence, student executive officers of the ASI BoD may attend up to four (4) regularly scheduled ASI BoD meetings virtually per academic year. Student Executive Officers who attend more than four (4) regularly scheduled meetings virtually in an academic year may be removed from office. A virtual attendance report shall be kept by the Executive Vice President.
 1. The Vice President of Palm Desert Campus shall be the only Student Executive Officer that is permitted to attend ASI BoD meetings virtually.
 2. Summer and winter break BoD meetings are excluded from this attendance requirement

Commented [HG45]: do the same rules apply as the BoD ones?

3. Any regularly scheduled meetings that become virtual through notice of the ASI President will not be counted towards a student executive officer's virtual attendance report
4. An absence from an student executive officer meeting may be excused if an student executive officer has a conflicting obligation that is crucial to them keeping their position (example: academics, Athletics Representative missing a BoD meeting due to scheduled Athletics Game or Meet) Such absence must be communicated to the ASI President and ASI Executive Vice President at least two (2) business days prior to the meeting .
- 5.

Commented [AH46]: Is there going to be anything put in here about missing board meeting for academic reasons not counting towards absences?

Commented [AH47]: Is there going to be anything put in here about missing board meeting for academic reasons not counting towards absences?

3. Committee Assignments. Student Executive Officers who fail to meet their board or committee requirements as specified in Article IV throughout the academic year may be removed from office. Officers will be found in breach if they fail to meet this requirement 5 times.
4. Training & Orientations. Student Executive Officers may have been found in breach of their responsibilities if they fail to attend mandatory summer trainings or orientations. Any training during the academic year may only be considered mandatory after a majority of the BoD has voted in favor of having one at a regularly scheduled meeting. Student Executive Officers may only be excused for valid emergencies, illnesses, or classes
5. Eligibility. Student Executive Officers who fail to maintain any academic requirements as stated in the ASI GPA Policy will be removed from office.

Commented [HG48]: same as BoD?

B. Appeal Process

1. Student Executive Officers that have been deemed in breach as stated in this section will have an opportunity to appeal to the BoD to remain in office should they be up for removal.
2. The ASI BoD can only remove an officer in response to the breach in their responsibilities by a 2/3 vote of the voting filled ASI BoD during a regularly scheduled meeting.
3. No appeals can be made for conduct removals.

Commented [AH49]: does this coincide with the gpa policy?

C. Removal Without Cause

1. Shall apply when the Officer:
 - i. Has been declared of unsound mind by a final order of court,
 - ii. Has been convicted of a felony,
 - iii. If the Officer misses a specified number of meetings or fails to attend the specified number of meetings, as described in Article IV or as prescribed by the California Corporations Code.

ARTICLE V
Indemnification of Directors, Executive Officers and other Agents

Section 1. Right of Indemnity.

- A. To the fullest extent permitted by law, the Corporation shall indemnify its directors, Executive Officers, employees, and other persons described in Section 5238 (a) of the California Corporations Code, including persons formerly occupying any such position, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with and a preceding as that term is used in that Section, and including an action by or in the right of the Corporation by reason of the fact that the person is or was a person described in that Section.
- B. "Expenses", as used in the bylaw, shall have the same meaning as in Section 5238(a) of the California Corporations Code.

Section 2. Approval of Indemnity. Any incident in which indemnification may be required will be reported immediately to ASI's insurance company and Executive Director. Indemnification decisions will be made based on the recommendations from ASI's insurance company and Executive Director.

Section 3. Insurance. The Corporation shall have the right to purchase and maintain insurance to the fullest extent permitted by law on behalf of its directors, Executive Officers, employees, and other agents, against any liability asserted against or incurred by any director, Executive Officer, employee, or agent in such capacity or arising out of the director's, Executive Officers, employees, or agent's status as such.

ARTICLE VI

Committees

Section 1. Meetings and Actions of Committees.

- A. Meetings and actions of committees shall be governed by, held and taken in accordance with, the provisions of Article IX of these Bylaws, concerning meetings and procedures (including requirements of notice, posting and open meetings).
- B. Special meetings of committees may also be called by resolution of the ASI BoD. Notice of special meetings of committees shall also be given to any and all alternate members, who shall have the right to attend all meetings of the committee.
- C. Minutes shall be kept of each meeting of any committee and shall be filed with the corporate records (with the exception of the Personnel & Development Committee).
- D. The ASI BoD may adopt rules consistent with the provisions of these Bylaws for the operation of any committee.
- E. Notwithstanding any sections of these Bylaws, members of any committee must meet the minimum academic eligibility requirements established for the California State University and ASI Policies and Procedures. Failure to meet the minimum academic eligibility requirements will require the student's resignation from any committee.

- F. The membership of all ASI committees, working groups or task forces may not have more than two members of the same chartered or recognized student organization, club, etc. appointed to that committee. The purpose of this restriction is to prevent conflict of interest issues and ensure the smooth operation of the committee.
- G. In the event that a member should resign, a written notice of their resignation shall be submitted to the Chair. In the event of an involuntary resignation (as defined in Article IX, Section 11 of these Bylaws), no such written notice is required.
- H. In respect to ASI Policies and Procedures, any Standing or Ad-hoc committee, except the Executive Committee (as provided for in Article VI, Section 2, Subsection 2) may only make recommendations to the ASI BoD.

Section 2. Standing Committees.

- A. ASI Standing Committees shall operate in accordance with approved ASI BoD Policies and Procedures. Such Policies and Procedures may define or specify the membership of such committees, subject to this Section. The term of appointment for all standing committees will be for one fiscal year.
- B. All ASI standing committees are open to the student body of the University
- C. Standing Committees will be responsible for developing agenda materials that are posted 72 hours in advance of a scheduled meeting.
- D. Quorum shall be present at a meeting of one half (1/2) of the voting membership of the committee.
- E. If not already designated below, Standing Committees will delegate the responsibility of collecting minutes for each scheduled meeting to a voting member.
- F. Chairs of each Standing Committee will be responsible for reporting back to the ASI BoD following their scheduled meeting.
- G. Each Standing Committee shall appoint a Vice Chair during the first committee meeting of the academic year. Vice Chairs must be a student in the committee (voting or non-voting). Vice Chairs of ASI Standing Committees are responsible for collecting minutes, assisting with roll call, votes, and other meeting procedures for each regularly scheduled meeting.
- H. Committees have authority to remove student-at-large members from their committee upon majority vote of the voting members.
- I. The Standing Committees of the ASI BoD are as follows:

1. Elections Committee

- a. Purpose. The Elections Committee shall be responsible for:
 - 1. Conducting all ASI elections in conformance with these bylaws, the Corporation's Election Policy, University policies, and the California Non-profit Public Benefit Corporation Law.
 - 2. Ensuring that only current ASI members vote.

Commented [MR50]: Do we need to indicate what rules and laws standing committees have to follow and according to which CSU policy?

Commented [AH51]: don't we do this already seeing as we have to appoint students?

Commented [HG52]: all committees under this section are considered public committees according to the gloria romero act:
https://leginfo.ca.gov/faces/codes_displayText.xhtml?lawCode=EDC&division=8.&title=3.&part=55.&chapter=3.&article=1.5.

Commented [HG53]: shall vice chairs have authority to run meetings? If so, more specific language will be needed.

Commented [AH54R53]: I know with finance the vice-chair is also chair pro-tem, we could do with all committees.

Commented [AH55]: Can we also add something about attendance and being removed from committees?

3. Resolving disputes and charges of Election Policy violations.

- a) In accordance with the ASI Elections Policy and Procedures the Elections Committee will be responsible for announcing their decision on all violations in a timely manner to all parties involved. A reason for their decision must also be provided.
- b) The decision of the Elections Committee is final for all those violations that do not involve the disqualification of a candidate or the invalidation of an election. Should the Elections Committee determine that a violation is serious enough to warrant the invalidation of an election and/or the disqualification of a candidate, the decision to invalidate the election and/or disqualify a candidate must be presented to the Board of Directors (BoD) for review and final approval unless, in the case of the disqualification of a candidate, the disqualified candidate waives, in writing, their right to a BoD review. The decision of the Board of Directors is final.
- c) Before the BoD can rule on a decision made by the Elections Committee regarding the invalidation of an election or the disqualification of a candidate, the BoD will conduct a hearing in the following manner:
 - i. The hearing must be placed as an item on the BoD agenda for consideration.
 - ii. The Elections Committee, as well as the party to the invalidation of the election or the disqualification of a candidate will state their side of the issue before the BoD.
 - iii. The BoD will hear and carefully consider the facts surrounding the issues.
 - iv. The BoD will render a decision and close the item of business.
 - v. Any decision, whether the BoD upholds the Elections Committee decision or not, will be posted within 24 hours or as soon thereafter as possible in the event of a weekend or holiday.

b. Membership.

1. The Elections Committee Chair appointed by the ASI President (voting only to break a tie).
2. Three (3) members of the ASI BoD who are not running in the election (including re-election) confirmed by a majority vote of the filled voting positions present at the BoD meeting. (Voting)
3. A minimum of three (3) students at large who are not employed or currently holding a position in ASI in any capacity and not running for election, appointed by the ASI President and subject to a majority vote of approval of the filled voting positions present at the BoD meeting. (Voting)
4. Director of the Office of Student Leadership and Engagement or their designee. (Non-Voting)

5. Associate Dean of Students and Director of Student Conduct and Ethical Development or their designee. (non-voting)
6. Responsibilities, terms of office, committee quorum, and removal of Elections Committee members shall be in accordance with the ASI Elections Policy and Procedures.

2. Vacancy Committee

a. Purpose

1. Student vacancies on the ASI BoD shall be filled by the recommendation of majority vote of this committee and appointed by the ASI BoD. This committee will also be responsible for the onboarding and mentorship of newly appointed BoD positions.
 - a) Directors appointed to fill a vacancy shall serve the remainder of the term.

b. Membership

1. Voting members of the ASI Vacancy Committee shall consist of:
 - a) One (1) student voting member of the BoD subject by a majority confirmation vote of the ASI BoD within the first three regular meetings. (Chair) (Voting)
 - b) Four (4) student voting members of the BoD subject by a majority confirmation vote of the ASI BoD within the first three regular meetings. (Voting)
 - c) Executive Director or designee as a special advisor. (Non-Voting)

c. Responsibilities

1. Recruit, interview and recommend candidates to the ASI BoD for appointment.
2. Ensure newly appointed members to the ASI BoD participate in a successful onboarding process that includes mentorship from the Vacancy Committee.
3. Every attempt will be made to fill the vacancies promptly; however, a vacancy may go unfilled if there are no applicants for the position or the Board of Directors deems the candidate(s) not to be sufficiently qualified to fill the vacancy.

3. Executive Committee

a. Purpose

1. This committee shall be responsible for dealing with all emergency matters concerning the Corporation which normally would fall under the ASI BoD and that cannot be postponed.

- a) All actions shall be reported to the ASI BoD at the next regularly scheduled meeting.
- b) The Executive Committee is prohibited from acting in the following areas which are reserved specifically to the ASI BoD, as defined in Article III, Section 1, Subsection D of these Bylaws.

b. Membership

1. Voting members of the ASI Executive Committee shall consist of:

- a) ASI President (Chair) (Voting)
- b) Three (3) student voting members of the BoD elected by the ASI BoD within the first three regular meetings of the ASI BoD. (Voting)
- c) ASI Executive Director (or their designee).
- d) The ASI Advisor (or their designee).

c. Terms. Executive Committee terms are for one year, or until June 30th of the academic year of the appointment.

d. Convening the Executive Committee

The ASI BoD shall delegate to the Executive Committee the authority to act on behalf of the ASI BoD, when a quorum of the BoD cannot be met provided that the following criteria are met:

1. The Executive Committee is acting in accordance with the Articles of Incorporation and the Bylaws for all of its proceedings.
2. After attempting to conduct a meeting of the ASI BoD, it is found that the ASI BoD cannot meet, and subject to the restrictions of Article III, Section 1D, subparagraph 2.
3. All actions of the Executive Committee shall be reported to the ASI BoD at the next scheduled meeting.
4. The Executive Committee shall have a majority of student voting members in order to conduct business.

4. Finance Committee

a. Purpose. This committee shall:

1. Receive, review, and prepare recommendations to the ASI BoD on all financial matters concerning allocations and expenditures of corporate funds.
2. Review the preparation of the annual budget as presented by the Chief Financial Officer (CFO) or their designee and present it to the ASI BoD for consideration and approval.

3. Reconvene as the Club Allocation Budget (CAB) Committee for the purposes of allocating funds in accordance with the CAB Policies and Procedures, reporting to the ASI BoD on all expenditures thereof.
4. Assist the ASI Vice President, Finance and the CFO in planning and executing fiscal policies for the ASI BoD. Actions of the Finance Committee are subject to approval by the ASI BoD.
- 5.
6. Have the authority to transfer funds up to from one account to another not exceeding five hundred dollars (\$500).
7. Have the authority to transfer funds from one line item to another within the same account, not exceeding three thousand dollars (\$3,000)
8. Any amounts exceeding the mentioned dollar amount above will require Finance Committee & BoD Approval.

b. Membership

1. ASI Vice President, Finance (Chair) (Voting)
2. ASI Executive Vice President (Chair Pro Tem) (Voting)
3. Three (3) members of the ASI BoD, not including special advisors (Voting)
 - a) Confirmed by majority vote of the filled voting positions present at the BoD meeting.
 - b) One of the three (3) ASI representatives to the Finance Committee shall serve as Vice President, Finance Pro Tem as outlined in Article IV, Section 6.
4. Seven (7) students at large not serving on the ASI BoD (a minimum of one student who is taking a majority of their courses at the Palm Desert Campus), appointed by the ASI Vice President, Finance and confirmed by a majority vote of the filled voting positions present at the BoD meeting. (Voting)
5. ASI Executive Director/Chief Financial Officer or designee (Voting)
6. Director, Office of Student Leadership and Engagement or their designated representative (Non-Voting)

5. Personnel & Development Committee

a. Purpose. This committee shall:

1. Review and make recommendations to the ASI BoD on all matters related to elected positions of the Corporation.
 - a) In order to protect the privacy of all parties involved, the Executive Director and SMSU Human Resources Manager shall have full authority to address any and all personnel issues relating to, and including, all full-time or part-time non-student employees or student assistants. Any personnel issues involving the ED will be referred to the VP of Student Affairs or their designee.

2. Create and organize development opportunities for student leaders of the Corporation.
3. Develop and recommend to the ASI BoD initiatives to promote diversity, equity, and inclusion within the Corporation.
4. Work on strategies to ensure the long-term sustainability of the corporation and succession planning.
5. Operate within the guidelines of the California Government Educational Code concerning personnel and the ASI BoD approved Personnel Policies and Management Plan.

b. Membership

1. ASI Executive Vice President (Chair) (Voting)
2. Two (2) voting members from the ASI BoD, not including special advisors, appointed by the ASI Executive Vice President, subject to a majority approval of the filled voting positions of the ASI BoD. (Voting)
3. One (1) representative from an ASI corporate entity, appointed by the ASI President, subject to approval by a majority vote of the filled voting positions present at the BoD meeting. (Voting)
4. SMSU Human Resources Representative (serving as special advisor to the committee).
5. ASI Advisor (Voting)
6. ASI Executive Director (Voting)

c. Terms. Student voting members are for one fiscal year, or until June 30th of the academic year of the appointment.

6. Activities Committee

a. Purpose. The Activities Committee shall:

1. be charged with organizing educational, social, and cross-cultural events on campus throughout the academic year with an underlying focus of creating greater visibility of ASI on campus.
2. operate within the policies of the Board of Trustees, the Chancellor's Office as well as ASI and California State University, San Bernardino policies.

3. will convene for any programming requests over \$6,000 that will utilize the Activities Committee Special Events account.

b. Membership

1. Programming Student Manager (Chair) (Voting)
2. Three (3) students-at-large not serving on the ASI BoD, or any other subcommittee, appointed by the Programming Student Manager and confirmed by a majority vote of the filled BoD voting positions present at the BoD meeting. (Voting)
3. One (1) Programming Specialists as appointed by the Programming Manager and confirmed by a majority vote of the filled BoD voting positions present at the BoD meeting. (Non-Voting)
4. Two (2) Board Members confirmed by a majority vote of the filled BoD voting positions present at the BoD meeting. (Voting)
5. ASI Executive Director or designee (Voting)
6. Student member appointments are for one fiscal year, or until June 30th of the academic year of the appointment.

c. Powers

1. The ASI Activities Committee shall have discretion over the budget assigned to the ASI Activities Committee in the ASI Annual Budget.
2. The ASI Activities Committee shall have the authority to approve individual events over \$6,000 but adhere to threshold limits of ASI Bidding Policies.

7. Palm Desert Campus Advisory Committee

a. Purpose. This committee shall:

1. receive, review and prepare recommendations to the ASI BoD on all matters concerning ASI at PDC.
2. oversee the preparation of the annual PDC budget with the support of the ASI Executive Director/Chief Financial Officer and present it to the ASI Finance Committee for inclusion during the annual ASI budget preparation cycle.
3. shall allocate the Club Allocation Budget (CAB) funds in the PDC budget in accordance with the guidelines established in the CAB Policies and Procedures, reporting to the ASI BoD on all expenditures thereof.
4. have the authority to request the ASI BoD to transfer funds between the PDC line items without having to refer the request to the ASI Finance Committee.

5. have the authority to transfer funds up to three-thousand dollars (\$3000.00) inclusive between line items of the PDC budget without referring the transfer item to the ASI BoD. The PDCAC will not attempt to circumvent this provision by breaking down a large transfer into smaller increments of \$500.00. This provision can be exercised only once per semester. The PDCAC is not authorized to move funds out of the PDC Unallocated or Reserve account. Budget transfer memos will be provided to the ASI office per the standard format for such transfers. All other requests for transfer of funds will be in accordance with normal ASI procedures described in these Bylaws and ASI Financial Policy and Procedures.
6. conduct their meetings in accordance with Article IX of these Bylaws and all applicable State laws and regulations governing meetings. Agenda items will be approved by the ASI Vice President of PDC prior to placement on the agenda. The approved agenda will be forwarded to the ASI office at least 72 hours prior to the meeting and will be in the standard ASI format for meeting agendas. Meeting minutes will be forwarded to the ASI office in the standard ASI format as soon as they are finalized.
7. conduct themselves at all times as a Standing Committee of the ASI BoD subject to these bylaws and ASI Policy and Procedures.

Commented [MR57]: Should this be the same as the other financial line?

b. Membership

1. One (1) Board Member from the Palm Desert Campus (Chair) (Voting)
2. Vice President of Finance (Voting)
3. PDC Programs Manager (Voting)
4. The Dean, PDC or their designee (Voting)
5. ASI President or Designee (Voting)
6. ASI Executive Director or designee (voting)
7. Three (3) Students at large from PDC appointed by the ASI President and confirmed by a majority vote of the filled BoD voting positions present at the BoD meeting. (Voting)

c. Terms. Student member appointments are for one fiscal year, or until June 30th of the academic year of the appointment.

8. Policy Committee

a. Purpose. The Policy Committee will be charged with:

1. Developing, amending, and analyzing corporate policies and procedures governing the Corporation in accordance with Article VI.

b. Membership

1. One (1) Board Member who shall serve as chair to the committee and be confirmed by a majority vote of the filled BoD voting positions present at the BoD meeting. (Chair) (Voting)
2. Two (2) board member (Voting)
3. Two (2) ASI student corporate staff members appointed by the ASI President subject to approval by a majority vote of the filled voting positions of the ASI BoD. (Voting)
4. ASI Director of Internal Affairs. (Voting)
5. ASI Director of External Affairs. (Voting)
6. ASI Executive Assistant. (Voting)
7. ASI Executive Director or designee. (Voting)
8. ASI Associate Director. (Voting)
9. Student member appointments are for one fiscal year, or until May 31st of the academic year of the appointment.

Commented [AH58]: Are we keeping this consistent with the change of terms in BoD?

c. Powers

1. The Policy Committee will have the authority to review and amend corporate policies, procedures, and bylaws. Although the committee may amend corporate documents as deemed necessary, amendments must be brought before the BoD for final approval.
2. Policy Committee will have the authority to create and recommend new policies to the BoD.

9. Sustainability Committee

a. Purpose: This committee shall:

1. Receive, review, and prepare recommendations to the ASI BoD on all sustainability measures.
2. Enhance the sustainability literacy of students, faculty, and staff through the implementation of programs.
3. Partner and collaborate with campus entities and The Office of Sustainability.
4. Assist in engaging the campus in on-going dialogue about sustainability and instilling a culture of sustainable long-range planning and forward-thinking design through their respective constituencies.

5. Disseminate information about campus sustainability efforts throughout the university and local community.
6. Coordinate and develop policies and procedures to make ASI operations more sustainable.
7. Recommend new or enhanced sustainability strategies to campus divisions for consideration or as deemed appropriate.

b. Membership

1. Sustainability Coordinator (Chair) (Voting)
2. One (1) member of the ASI BoD (Voting)
3. Four (4) students at large, not serving on the ASI BoD, appointed by Sustainability Coordinator and confirmed by majority vote of the filled voting positions present at the BoD meeting (Voting)
4. One (1) representative from the ASI student corporate staff appointed by the Sustainability Coordinator subject to approval by majority vote of the filled voting positions present at the BoD meeting (Voting)
5. Representative from the Office of Sustainability (Non-voting)

Commented [HG60R59]: to allow for more flexibility for the EVP. the role seems to be in a lot of committees as it is. therefore, if they want to be part of it, they can be appointed as a BoD rep instead of having a forced membership.

10. Lobby Corps.

- a. Purpose. The mission of the ASI Lobby Corps is to provide the means necessary to affect public policy on matters impacting higher education by lobbying to appropriate local and state officials.

b. Membership

1. Director of External Affairs (Chair) (Voting)
2. ASI President or designee (ex-officio) (Non-Voting)
3. Two (2) Board Members confirmed by a majority vote of the filled BoD voting positions present at the BoD meeting (Voting)
4. Six (6) students at large not employed or already serving in a leadership role within ASI nominated by the Director of External Affairs and confirmed by a majority vote of the filled BoD voting positions present at the BoD meeting. (Voting)
5. Student member appointments are for one fiscal year.

Commented [AH61]: Are we making this consistent with the change in terms?

c. Powers

1. Communicate with local government officials and advocate on behalf of the interests of Cal State San Bernardino and the California State University System.
2. Organize lobbying trips to the State Capitol as part of the California Higher Education Student Summit.
3. Provide written legislative reports to the ASI BoD of Directors on legislation affecting higher education.
4. Make recommendations to the ASI BoD on legislative issues they should take a position on.
5. Appoint a Vice Chair among the membership listed in Section B

Section 3. Regular Committees. The ASI BoD shall have the authority to establish such Regular Committees as may be necessary.

A. Purpose.

1. Regular Committees are formed to assist the ASI BoD in the governance of the Corporation with respect to activities which may merit the ASI BoD's ongoing attention.
2. Regular Committees shall be established or renewed annually by the ASI BoD.

B. Membership.

1. Membership of each Regular Committee shall be defined by the ASI BoD.
2. The Chair of the ASI BoD shall appoint the chairperson of each Regular Committee.
3. Quorum shall be present at a meeting of one half (1/2) of the membership of the committee.

Section 4. Ad Hoc Committees. The ASI BoD shall have the authority to establish such Ad Hoc Committees as may be necessary.

A. Purpose. Ad Hoc committees are formed to assist the BoD and to support BoD requests for services as necessary. Ad Hoc committees disband once the objective for which they were formed has been achieved or the BoD disbands them whichever occurs first.

B. Membership.

1. Membership of each Ad Hoc Committee shall be defined by the ASI BoD.
2. The ASI BoD shall select among them a chair for each Ad Hoc Committee.
3. Quorum shall consist of members present.

ARTICLE VII

Programs and Business Ventures

Section 1. Programs.

- A. The ASI BoD shall have the authority to establish programs, and the committees that manage and/or operate them, to meet the interests of the student body.
- B. Programs shall be established, or renewed, annually by the ASI BoD. The action of establishing a budget line item for an upcoming budget year shall be considered a renewal provided that the program/committee chair meets the requirement stated below for establishing Policies and Procedures.
- C. The chair of the established program/committees shall establish Policies and Procedures for their program/committee respectively.
 - 1. If Policies and Procedures are already established, these Policies and Procedures are to be reviewed by the respective chair.
 - 2. If modifications are required, the chair will prepare and submit a draft to the ASI BoD for approval.
 - 3. Should no Policies and Procedures exist, the chair will have thirty (30) calendar days to place the approval request for their Policies and Procedures on the ASI BoD agenda.
 - 4. Approval of respective program/committee Policies and Procedures will require a majority vote of the filled voting positions present at the BoD meeting.
- D. Appointment, term of service, scope of authority, and rules of quorum for programs/committees shall be stipulated by the ASI BoD at the time of establishment and be reflected in the Policies and Procedures of each program/committee.

Section 2. Ventures.

- A. Business ventures operated wholly or in conjunction with another entity will be under the direct supervision of the ASI Executive Director in consultation with the ASI Executive Vice President.
- B. Those revenue-generating ventures which fall under one of the ASI program/committees will be managed by that program/committee; however, all ventures will coordinate with the ASI Executive Director/Chief Financial Officer in consultation with the ASI Executive Vice President to assure that all

reasonable and prudent precautions regarding risk management, insurance, budget, contracting, etc. have been taken.

- C. The ASI President or their designee has the authority to delay, suspend, or terminate any venture which, in the opinion of the ASI President or their designee does not conform to ASI Policies and Procedures, campus policy, or generally accepted business norms.
- D. The ASI Executive Director in consultation with the ASI Executive Vice President will present to the ASI BoD for their approval such Policies and Procedures as deemed necessary for the day-to-day operation of the venture.
- E. For those situations that fall outside of the approved Policies and Procedures, the ASI President or their designee has the authority to resolve those issues

ARTICLE VIII

Initiative, Recall and Referendum

Section 1. Initiative. Initiatives from the Associated Students at large may be submitted to the ASI BoD in the form of a petition containing the names, student identification numbers, and signatures of ten percent (10%) of the student body.

- A. A special election shall be called by the ASI President unless the petition is completed less than thirty (30) days prior to a general election.
- B. A majority vote of the filled voting positions present at the BoD meeting in favor of the proposed initiative shall be required to adopt any initiative.
- C. A two thirds (2/3) majority vote of the filled voting positions present at the BoD meeting shall be required to ratify changes in the Articles of Incorporation.
- D. The provisions of this paragraph will not be used to overturn, void, or in any way change the results of an election.

Section 2. Recall/Termination. Any director or executive of the ASI BoD may be subject to recall by a petition containing the names, student identification numbers, and signatures of fifteen percent (15%) of an office holder's constituency. In the event that the student executive or student director enters the criminal justice system for a felony charge or a misdemeanor charge egregious in nature, or is charged by the CSU and or CSUSB conduct process, Article IX, Section 12 of these bylaws will apply.

- A. The Office of Student Leadership and Engagement shall verify the enrollment status of all students whose signatures appear on the petition.
- B. After verification, a special election shall be called by the ASI President.
- C. A simple majority vote of the filled voting positions present at the BoD meeting in favor of the petition shall be required to remove the office holder.

Section 3. Referendum. The ASI BoD will be empowered to direct the Elections Committee Chair to place certain matters including Articles of Incorporation or bylaw changes or business before the ASI membership.

- A. A majority vote of the filled voting positions present at the BoD meeting shall be required to enact a referendum on ASI policy.
- B. A two thirds (2/3) majority vote of the filled positions present at the meeting shall be required to ratify changes in the Articles of Incorporation.
- C. The ASI BoD must designate that a referendum is either binding or non-binding at the time the ASI BoD proposes the referendum to the electorate.

Section 4. Results of Initiatives, Recalls, and Referendums. All initiatives, recalls, and referendums shall be considered binding if done in coordination with the above processes unless they contradict federal, state, or local law; the Articles of Incorporation; the ASI Bylaws or the purpose of the Corporation.

ARTICLE IX

Meetings and Procedures

Section 1. Meetings. Unless otherwise specifically provided for in these Bylaws, all meetings of ASI and its committees shall be conducted in accordance with the latest edition of Robert's Rules of Order and in accordance with the provisions of the California Nonprofit Public Benefit Corporation Law.

Commented [AH62]: This should be in the section of board members and standing committee

Commented [AH63]: can we say that it's up to the chair because some committees don't that formality.

Section 2. Notice of Meetings. The agenda of regular meetings of the ASI BoD, which shall contain the date, time, and place of the meeting and all the items to be acted on, shall be publicized at least 72 hours before a regular meeting.

Section 3. Special Meetings.

- A. A special meeting can be called by the President upon a twenty-four (24) hour notice pursuant to paragraph 89922 of the Education Code for Auxiliary Organizations.
- B. A majority vote of the filled voting positions present at the BoD meeting shall be required to adopt an emergency item (as defined in Section 5 of this article) at a special meeting.

Section 4. Closed Sessions. Meetings shall be opened to the public. Meetings may be closed only for those reasons stated in paragraph 89923 of the Education Code for Auxiliary Organizations.

Section 5. Submitting Agenda Items.

- A. Any student or paid employee of ASI at CSUSB may submit agenda items for consideration by the ASI BoD. The Chair shall put the item on the next agenda to be drawn up and, if appropriate, shall send the item to the appropriate committee and notify the ASI BoD of said action.
- B. Items that are not submitted within the 72 hours before a regular meeting requirement for inclusion at the next regularly scheduled meeting may be placed on as an "emergency item" provided it meets the following criteria:
 - 1. It directly impacts a function of the Corporation, which, if not acted upon at the next regularly scheduled meeting, would have serious consequences in terms of the Corporation's ability to meet its obligations.
 - 2. The emergency agenda item must be posted at least 24 hours prior to the emergency meeting.

Section 6. Quorum.

- A. Quorum for all meetings shall be a majority of its filled voting positions. Any Special Advisor members shall not be counted as part of the quorum.

Commented [MR64]: A majority plus 1?

Commented [AH65R64]: I thought it was 50% plus one

- B. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of Directors, if any action is approved by at least a majority of the required quorum for such meeting.

Section 7. Board Action. The items listed below shall govern ASI Board of Directors' Actions:

- A. The ASI BoD may not take action on any item which has not been listed on the agenda that has been publicly distributed at least 72 hours in advance, with the exception of special meeting agenda items, which require requires 24 hours' notice in advance.
- B. The following actions will require two (2) readings prior to a vote of approval by the Board of Directors. A vote may be taken at the second reading:
 - 1. Approval of the annual ASI budget.
 - 2. Approval of ASI bylaws or policies.

Section 8. Roll Call Vote. The Chair of the ASI BoD shall recognize an order for a roll call vote when called for by any member.

Section 9. Policies and Procedures. New Policies and Procedures or revisions of existing Policies and Procedures, must be approved by a simple majority of the ASI BoD.

Section 10. Presiding Officer. The presiding officer and chair shall be as designated in these Bylaws or as designated under the ASI Policies and Procedures.

Section 11. Involuntary Resignation. All student members of the ASI BoD, and any committees described in these bylaws are required to attend all scheduled meetings. A student representative who fails to attend four (4) scheduled meetings in an academic year shall be considered to have resigned, unless ASI BoD finds that extenuating circumstances justified the absences under the appeal process.

Section 12. Involuntary Resignation Resulting from Criminal or Student Conduct Activity. The following rules shall apply to all student executive members, student members of the ASI BoD, and any committees described in these bylaws or otherwise affiliated with ASI, and student assistants employed by ASI who are charged by the criminal justice system with a felony as described in the California Penal Codes or a misdemeanor egregious in nature, or is charged by the CSU and or CSUSB conduct process while in office or employed:

- A. The student being charged shall immediately be placed on suspension without pay pending the final adjudication of the charge. The student will not be permitted to perform any of the duties of their position until the charge(s) has been resolved. Should the charge(s) be reduced to a misdemeanor(s) and the student be convicted of a misdemeanor, the student will be reinstated to their prior position unless the misdemeanor is egregious in nature. No back pay will be authorized while the student was on suspension pending the resolution of their case.
- B. If a student is convicted of a felony, that student's status of being on suspension will be changed to being terminated. If the student is an elected officer of ASI, their position will be vacated immediately and filled by the pro-tem for that position. If a pro-tem has not been selected, the executive position will be filled by a student member of the Board of Directors in good standing. The ASI Executive Director or, in their absence, the Assistant Director will inform the appropriate University officials of any change in status affecting the student and/or ASI. This provision of the bylaws is pursuant to the California

Code of Regulations, Title 5 – Education; Chapter 1; Subchapter 4; Article 2; paragraph 41301
“Standards for Student Conduct”; sub-paragraph 18.

- C. A student who has a prior conviction of a felony and is on probation for the conviction may not be employed by ASI or be a member of the ASI BoD and will be terminated. Replacement of a student who is an elected officer of ASI will be conducted pursuant to Paragraph B above.
- D. In the event that the University wishes to take action against the student for violations of California State University or California State University, San Bernardino policies, then the student will be placed on suspension without pay pending the final decision and disposition of the university.

ARTICLE X

Nondiscrimination Policy

Section 1. Purpose Statement. No person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any corporate activities or programs of ASI

- A. On the Basis of Sex. ASI as a Corporation, in conjunction with Title IX of the Education Amendments of 1972, shall not discriminate on the basis of sex in the corporate activities or programs it conducts.
- B. On the Basis of Disability. ASI as a Corporation, in accordance with Section 504 of the Rehabilitation Act of 1973, shall not discriminate on the basis of disability in the corporate activities or programs it conducts.
- C. On the Basis of Ethnicity, Color or National Origin. ASI as a Corporation complies with the requirements of Title VI of the Civil Rights Act of 1964 and shall not discriminate on the basis of ethnicity, color or national origin in the corporate activities or programs it conducts.
- D. On the Basis of Age, Marital Status, Religion, or Sexual Orientation. ASI as a Corporation does not discriminate on the basis of age, marital status, religion or sexual orientation in accordance with University Policy.

Section 2. Sexual Harassment. It is the policy of ASI to maintain a working and learning environment free from sexual harassment of its students, volunteers, and employees.

Section 3. Diversity of Opinion. ASI encourages diversity of opinion in all its operations.

ARTICLE XI

Bylaws

Commented [AH66]: this should maybe go as the first section to tell about bylaws

Section 1. Copies of the Bylaws. An up to date copy of these Bylaws shall be maintained by the ASI corporate office. At the end of the last semester of each academic year, the ASI corporate office shall provide copies of these Bylaws and the Articles of Incorporation so that they will be made available to any interested Members.

Section 2. Effective Date. These Bylaws are effective upon approval of the ASI BoD.

Section 3. Amendments.

- A. To approve new Bylaws or change existing Bylaws, the ASI BoD must have two (2) separate readings of the proposed new Bylaws or amendments at separate meetings.
- B. During these readings, the new Bylaws or amendments can be amended by a simple majority vote of the filled voting positions present at the BoD meeting.
- C. Bylaws must be approved by two thirds (2/3) vote of the filled voting positions present at the BoD meeting.

Section 4. Construction and Definitions. The construction of these Bylaws shall be governed by the general provisions, rules of construction, and definitions outlined by the California Non-profit Corporation Law.

ARTICLE XII
Delegation of Authority

There shall be an Executive Director of the Corporation who shall be appointed by the President of the University upon the recommendation of the Vice President for Student Affairs with consultation from the ASI President. The search for the Executive Director will be conducted in a manner consistent with University procedures.

The Executive Director is administratively responsible to the Vice President for Student Affairs or designee for all services, programs and fiscal matters pertaining to the Corporation. This is to ensure the Corporation is in compliance with; applicable laws, CSU system policies, as well as University policies. The Executive Director is responsible for the development of the student leaders of ASI, and operations of the Corporation. Specifically, they have responsibility for; training of student leaders, student assistants and volunteers, co-curricular programming, assessment, accounting and fiscal procedures, personnel, marketing and all other matters related to achieving the mission of the ASI. They shall initiate programs or procedures, under authority of the Board of Directors, to support the mission of ASI.

The Executive Director will serve as the Chief Financial Officer of the Corporation. As such, he/she has full responsibility for the financial operations of and for maintaining the financial procedures of the Corporation in accordance with University and Chancellor's Office procedures, as well as all applicable laws. They have the responsibility to implement those policies and procedures established by the Board of Directors. The Executive Director will be responsible for the performance evaluations of all employees including student assistants, with exception of the Elected Officers, whom will be evaluated by the Board of Directors.