



Internal Operations Committee
2018-2019

Internal Operations Committee Minutes 19-06

April 19, 2019 3:30PM

ASI Conference Room, USU 3700

Members

Kenny Tran
Executive Vice President
Chair

Savana Doudar
President and CEO
Vice Chair

Faith Garcia
Board of Directors Representative

Mutula Kwangaba
Board of Directors Representative

Naseli Fotoohi
Board of Directors Representative

Mane Telpian
Board of Directors Representative

Alex Hurtado
CSUSM Student At Large

Mariana Rosales
CSUSM Student At Large

Brittney Anda
CSUSM Student At Large

Jason Hernandez
CSUSM Student At Large

Advisors

Annie Macias
ASI Executive Director

Ashley Fennell
SI Assistant Director of Government
Affairs and Initiatives

Katy Rees
Associate Vice President,
Administration

ITEM	SUBJECT	PRESENTER
01	Call to Order Meeting was called to order at 3:30pm	Kenny Tran Chair
02	Roll Call Present; Kenny, Savana, Faith, Mutula, Naseli, Mane, Alex, Mariana, Brittney, Jason, Annie, Ashley, Katy	Kenny Tran Chair
03	Recognition of Guests Inique Wilson, Kim Peirce, Alexa Diaz, Kalie Sabajo, Clint Roberts, Tim Pelayo, Miguel Magana,	Kenny Tran Chair
04 Action	Approval of Agenda Brittney motioned to approve agenda Mutula -2 nd None opposed, abstained Motion Carries	Kenny Tran Chair
05 Action	Approval of Minutes Mane motioned to approve minutes Mariana -2 nd None opposed, abstained Motion Carries	Kenny Tran Chair
06 Information	Open Forum None	Kenny Tran Chair
07 Action	Approval of ASI 19/20 Budget Description: Review of proposed FY 19/20 ASI Budget Fiscal Impact: Yes See attached document reviewed Presenter reviewed changes from the last Internal Operations meeting, which included a decrease to indirect cost recovery and removal of AVP of Student Life salary, which will be covered by VP of Student Affairs for this year. Conversation further highlighted what is covered by indirect cost recovery, which includes but is not limited to accounting, cashiers, procurement, UPD, facilities, and more. Presenter further reviewed an approximate reallocation of \$91k to the ASI budget. Changes to the budget include the purchase of a cargo van for the Cougar Pantry and funds to maintain its operations, an additional student in the Cougar Pantry, student activities budget for the Chair & Chief of Staff, increase to Student Emergency Fund allocation, and increase in funds for ASI retreat to include volunteers and interns. Additional changes include an additional student position for the Campus Activities Board, compensation for the additional Diversity & Inclusion position on Board of Directors, and additional funds in operations for ADA, Chairs, and Business Specialist salary. Committee had questions regarding charges for office equipment and Mutula motioned to approve the ASI 19/20 Budget Mane-2nd None opposed, abstained Motion Carries	Kenny Tran Chair Annie Macias ASI Executive Director

<p>08 Action</p>	<p>Changes to ASI Bylaws Description: Changes to reflect current practices and corrections throughout document. Major changes include updated ASI logo, information related to Board compensation, and clarifications in processes. Fiscal Impact: No See attached for document reviewed Presenter highlighted changes that included updated ASI logo, Article 17 for resolutions, corrected numbering in table of contents and throughout document, as well as clarified and standardized language throughout document. Additional changes include clarity added to GPA requirements in Article 8, college apportionment added to the duties of ASI President, and AVP of Student Life as a point of contact for ASI Executive Officers and direct report for ASI Executive Director. A CSUSM Corporation member was also added to standing invitees of the ASI Board of Directors and clarity was added to the interview process for vacancies on the Board of Directors. Guest Alexa read a statement on proposed list of constituency meetings for the Student Representatives at Large for Diversity & Inclusion Faith motioned to add Alexa’s proposed changes to the document Mutula-2nd None opposed, abstained Motion Carries Discussion focused on updating these guidelines to avoid challenges. Others had questions about VP SUA and resolutions process. Annie highlighted VP SUA would be the connection to resources and education as well as connection to ASI and not specific to who is in the role. The role would guide the process. Further discussion focused on special meeting and timely resolutions. Concerns focused on abuse of last minute changes and emergency meetings. Faith motioned to add an emergency time constraint to Student Advocacy Committee duties and responsibilities Mane-2nd None opposed, abstained Discussion continued on grievance process. Committee reviewed process for BOD members and outlined the clarity in proposed language. Further discussion focused on minutes and transparency. Committee members reviewed Chair role. Advisor feedback was clarity from legal counsel regarding minutes. Further discussion focused on professional staff guidance and student led efforts. Faith motioned to add scholarships to section regarding BOD compensation Mane-2nd None opposed, abstained Some members advocated for adding a social justice and equity council but others discussed that being premature and suggested better utilization for Student Advocacy Committee and task force efforts. Savana motioned to approve the changes to the ASI Bylaws Mariana-2nd None opposed, abstained Motion Carries</p>	<p>Ashley Fennell ASI Assistant Director of Government Affairs and Initiatives</p> <p>Annie Macias ASI Executive Director</p>
<p>09 Information</p>	<p>Announcements Kenny- Earth Week, Take Back the Night Annie- Joint Audit Ashley- open positons on BOD</p>	<p>Kenny Tran Chair</p>

10 Action	Adjournment Mutula motioned to adjourn Mane-2 nd Meeting was adjourned at 5:04pm	Kenny Tran Chair
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I, Mariana Rosales, 19/20 ASI Executive Vice President and Chair of Internal Operations Committee hereby certify that the above minutes were approved by the Internal Operations Committee of Associated Students, Inc., at a regularly scheduled meeting held on September 13, 2019



Mariana Rosales

10/17/19

Date



ASSOCIATED STUDENTS, INC (ASI)

Budget Call Timeline for Fiscal Year 2019/2020

DATE	DESCRIPTION
Friday, February 9, 2019	Present the Fiscal Year 2019-2020 budget timeline at the Internal Operations (IO) Committee meeting as an informational item.
Friday, February 9, 2019	Budget request email will be sent out to all ASI.
February 11-22, 2019	Supervisors will meet with their department to discuss their budgets.
February 25 - March 1, 2019	Each department supervisor will meet with the Business Services Analyst to review their proposed budget.
Friday, March 1, 2019	All budget proposals need to be submitted to the Business Services Analyst.
Monday, March 4, 2019	Submission to Internal Operations Committee Chair as an action item for the committee's agenda.
Friday, March 8, 2019	Internal Operations Committee meets to determine new initiatives and review the resulting proposed ASI Master Budget for Fiscal Year 2019-2020. All departments should have a representative in attendance to present their requested budget.
Monday, March 11, 2019	Submission to Board of Directors (BOD) Chair and Chief of Staff as an action item to the Board's agenda.
Friday, March 15, 2019	BOD reviews 19/20 ASI Master Budget
Friday, April 19, 2019	IO meeting reserved for budget adjustment if the budget is not approved by the BOD on March 16th.
Friday, April 26, 2019	BOD meeting reserved for budget adjustment if needed.
Friday, April 26, 2019	ASI memo, 19-20 approved budget, budget narrative, signed BOD minutes due to President Haynes for signature.

**Associated Students, Inc
of California State University San Marcos**

**Annual Budget
2019 - 2020**

Associated Students, Inc of CSUSM

Associated Students, Inc of CSUSM

**Associated Students, Inc.
California State University San Marcos
Budget Guiding Principles
As of October 12, 2018**

<p>Timeliness: The ASI budget should be timely, simple to understand, and be easily communicated to the campus community and stakeholders.</p>
<p>Adaptability: The ASI budget allocations should be consistent with ongoing ASI initiatives and flexible with new initiatives, while keeping in mind mandatory cost increases.</p>
<p>Operational Expenses vs Program Services: The ASI budget allocations should review the percentages of the operational expenses and program services to ensure a sustainable ratio exists between the two categories. Operational Expenses are the costs of supporting the student services and programs that ASI provides, such as cost of copy machines, telephones, auditing services, bank charges, etc. Operational Expenses are found in the Management and general categories under the audited financial statements. Program Services are the costs of ASI program and services such as Campus Activities Board, Cougar Party, 24/5 Library Zone, etc.</p>
<p>Maximize Student Opportunities: The ASI budget will prioritize student employment opportunities and direct funding support such as ASI Leadership Fund, Student Emergency Fund, Sustainability Projects Fund, etc.</p>

2019 - 2020 ASI Budget Summary

	16-17 Approved Budget	16-17 Actuals Budget	17-18 Approved Budget	17-18 Actuals Budget	18-19 Approved Budget	18-19 Amended Sub. Budget	19-20 Proposed Budget	Notes
Revenue								
Gift Income		Higher	13,271	Higher	13,271	Higher	13,271	
Building Reimburse		Higher	12,813	Higher	11,310	Higher	12,727	
Fee Payment per semester	\$50	\$50	\$75	\$75	\$75	\$75	\$75	
EXPENSE TOTAL	\$ 1,318,200	\$ 1,340,530	\$ 2,000,350	\$ 2,351,525	\$ 2,000,250	\$ 2,148,250	\$ 2,289,242	
Expenses								
2101 Operations	\$ 491,667	\$ 617,244	\$ 664,761	\$ 798,363	\$ 426,444	\$ 256,414	\$ 328,242	
2102 Board of Directors	\$ 285,301	\$ 168,817	\$ 234,760	\$ 121,635	\$ 183,448	\$ 61,303	\$ 133,758	
2103 ASI President	\$ 19,354	\$ 39,683	\$ 643,487	\$ 77,782	\$ 25,310	\$ 14,779	\$ 20,207	
2104 ASI Office Building Center	\$ 164,575	\$ 145,261	\$ 107,998	\$ 134,723	\$ 108,976	\$ 69,133	\$ 254,242	
2107 Campus Activities Board	\$ 215,060	\$ 213,280	\$ 64,240	\$ 247,258	\$ 253,307	\$ 173,326	\$ 284,583	
2108 Media and Marketing	\$ 307,478	\$ 66,980	\$ 38,150	\$ 143,641	\$ 148,134	\$ 35,317	\$ 294,535	
2110 Student Services Programs	\$ 14,000	\$ 29,614	\$ 28,198	\$ 400,301	\$ 262,284	\$ 177,177	\$ 264,470	
2111 ASI San Marcos Vice President	\$ 33,278	\$ 68,434	\$ 15,000	\$ 49,011	\$ 64,092	\$ 26,782	\$ 152,898	
2115 Gender Equity Center	\$ 147,893	\$ 133,482	\$ 13,668	\$ 189,835	\$ 194,008	\$ 47,824	\$ 257,873	
2116 ASI VP of Student & Community Affairs	\$ 34,666	\$ 10,846	\$ 20,000	\$ 29,125	\$ 27,238	\$ 12,869	\$ 25,306	
2117 University Court Assembly	\$ 281,853	\$ 311,921	\$ 315,000	\$ 445,000	\$ 100,750	\$ 100,750	\$ 100,750	
2118 Chair & CV of all staff	\$ -	\$ 1,331	\$ -	\$ 1,821	\$ 19,688	\$ 2,050	\$ 17,299	
2119 Cougar Party	\$ -	\$ -	\$ -	\$ 32,478	\$ 84,800	\$ 33,395	\$ 100,191	
2120 Cougar '25	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000	\$ 4,115.50	\$ 250,000	
2121 CSI Salary	\$ -	\$ (11,880)	\$ -	\$ -	\$ -	\$ -	\$ -	
EXPENSE TOTAL	\$ 1,876,998	\$ 1,976,870	\$ 3,208,250	\$ 3,775,097	\$ 2,882,764	\$ 3,113,823	\$ 3,368,563	
GRAND TOTAL	\$ 30,399	\$ (214,780)	\$ -	\$ (214,780)	\$ 895.84	\$ 66.94	\$ 66.94	
Reserves								
Working Capital & current obligations				\$ 17-18 actuals				
Capital Equipment & Acquisition				\$ 328,786.16				
				\$ 60,000.00				2102 computer refresh
				\$ 140,100.00				2102 30 year celebration, 2121 expansion of the Country to Wellness as of the building
RESERVE TOTAL				\$ 528,886.16				

Dept ID	2301 - Operations		17/18	18/19	19/20	Notes for 19/20
Account #	Class Code	Account Description	Approved Budget	Approved Budget	Proposed Budget	
613808	16809	Salaries - Prof Staff - Business Service Specialist	\$ 188,280	\$ 53,000	\$ 62,000	
613808	16803	Benefits - Prof Staff: Business Service Specialist	\$ 90,702	\$ 21,200	\$ 24,800	
613808		General Salary Increase adjustments (GS)	\$ -	\$ 13,144	\$ 17,700	GS up to 3% and/or COLA for the professional staff per annual performance evaluation
601201	16803	Salary - Executive Director	\$ 76,902	\$ 110,000	\$ 116,000	
613808	16803	Benefits - Executive Director	\$ 31,284	\$ 44,000	\$ 46,000	
613808		AVP Position Contribution	\$ -	\$ 65,000	\$ -	
613808		Corp Education Benefits	\$ 9,600	\$ 6,400	\$ 6,800	Educational reimbursement benefit (1 professional staff)
613808	16804	Salaries - Student Assistant	\$ 19,331	\$ 18,000	\$ -	For 19/20 moved to general student programs
613808	16804	Benefits - Student Assistant (4%)	\$ 773	\$ 720	\$ -	Moved to general student programs
613816		Corp Admin charge 8%	\$ 12,148	\$ 14,736	\$ 30,888	
660858		Professional Development	\$ 8,000	\$ 7,350	\$ 7,800	\$825 per staff, \$1200 per semester for staff training
606001		Systemwide Travel	\$ 7,500	\$ 8,000	\$ 8,800	CSUonly (1), CHSS (1), AOA (1), ASUNEC (1), SD Advisors (2)
660842		Student Activities	\$ 500	\$ 700	\$ -	Moved to general student programs
660835		Office Equipment and Computers	\$ 600	\$ 600	\$ 888	2 Computers: ED & Business Service Specialist
604601		Telecommunications/Phones	\$ 6,000	\$ 6,000	\$ 6,800	
613810		Auditing Expenses	\$ 20,000	\$ 20,000	\$ 20,000	Contracted with Aldrich (Outside Auditing Firm)
660001		Postage/Mail	\$ 500	\$ 500	\$ 500	
660003		Office Supplies	\$ 11,500	\$ 11,500	\$ 10,800	Toner, paper, water, copier, general office supplies for offices, library
660010		Insurance/CSURMA	\$ 10,658	\$ 9,885	\$ 9,888	
660805		Membership Dues	\$ 2,000	\$ 2,800	\$ 3,888	ADA, IMCA
660822		Office Moves/relocation/setup	\$ 3,000	\$ 3,000	\$ 2,100	BOD desk checks, address suite configurations for ADA
660851		Legal	\$ -	\$ 5,000	\$ 6,888	Compliance, fighting above Chief of Staff area
660851		Bank Charges	\$ -	\$ 5,000	\$ 3,888	
			\$ -	\$ -	\$ -	Student Affairs Contribution
		TOTAL	\$ 488,898	\$ 438,688	\$ 592,288	

Dept	2102 - Board of Directors		17/18	18/19	19/20	Notes for 19/20	
Account #	Dept ID	Class Code	Account Description	Approved Budget	Approved Budget	Proposed Budget	
613808	2102	16803	Salaries - Prof Staff	\$ 45,992	\$ 64,800	\$ 57,888	
613808	2102	16803	Benefits - Prof Staff	\$ 18,397	\$ 21,600	\$ 22,888	
613816	2102	16803	Corp Admin charge 8%	\$ 5,131	\$ 6,048	\$ 6,384	
660001	2102		Travel	\$ 8,500	\$ 8,500	\$ 8,888	
660842	2102		Student Activities	\$ 36,000	\$ 22,000	\$ 40,688	
660842	2102	10216	Veteran's Rep	\$ -	\$ 2,000	\$ 2,888	
660842	2102	10217	Sustainability Rep	\$ -	\$ 2,000	\$ 2,888	
660842	2102	10218	Diversity & Inclusion Reps	\$ -	\$ 2,000	\$ 1,888	
660842	2102	10220	CSM Reps	\$ -	\$ 2,000	\$ 2,888	
660842	2102	10221	COBA Reps	\$ -	\$ 2,800	\$ 2,888	
660842	2102	10222	COEHS Reps	\$ -	\$ 2,000	\$ 2,888	
660842	2102	10223	CHAHS Reps	\$ -	\$ 2,000	\$ 2,888	
660842	2102	10224	ASH General Elections	\$ -	\$ 3,800	\$ 1,888	
660835	2102		Office Equip/Computers	\$ 1,500	\$ 1,500	\$ 2,888	6 computers: 800 students
		TOTAL	\$ 118,948	\$ 138,648	\$ 188,368		

Parking Passes for all 88 positions	\$238	\$676	\$ 12,168
Scholarships for 14 BOD officers (Not Execs positions)	\$500	\$1,000	\$ 14,000
Housing CSA in September 2019			\$ 7,800
BOD Training for Fall and Spring			\$ 3,500
BOD wide events and support for existing initiatives			\$ 4,800
Total			\$ 48,688

Associated Students, Inc of CSUSM

Associated Students, Inc of CSUSM

Dept ID	2103 - ASI President		17/18	18/19	19/20	Notes for 19/20
Account #	Class Code	Account Description	Approved Budget	Approved Budget	Proposed Budget	
613808	16804	Salaries-SA	\$ 15,000	\$ 15,500	\$ 13,888	
613808	16804	Benefits - SA 4%	\$ 600	\$ 620	\$ 541.28	
613808		Corp Admin charge 8%	\$ 1,248	\$ 1,230	\$ 1,136	
660001		Travel	\$ 4,000	\$ 6,500	\$ 6,500	
660842		Student Activities	\$ 1,500	\$ 1,800	\$ 1,888	
660835		Office Equip/computers	\$ 300	\$ 300	\$ 388	1 computer student
		TOTAL	\$ 22,648	\$ 26,250	\$ 23,387	

President	Rate	Weeks	Hours	Total
summer (June - Aug)	\$16.50	12	10	\$1,980.00
fall	\$16.50	17	20	\$5,490.00
spring	\$16.50	18	20	\$5,940.00
			Total	\$13,410.00

Dept ID	2107 - Campus Activity Board (CAB)		17/18	18/19	19/20 Proposed	Notes for 19/20
Account #	Class Code	Account Description	Approved Budget	Approved Budget	Proposed Budget	
613808	16803	Salaries - Prof Staff	\$ 46,350	\$ 53,888	\$ 62,848	
613808	16803	Benefits - Prof Staff	\$ 18,540	\$ 20,800	\$ 28,977	
613808	16808	Salary - Grad Assistant	\$ -	\$ 12,888	\$ -	Position not filled
613808	16808	Benefits - GA 12%	\$ -	\$ 1,538	\$ -	
613808	16804	Salaries - Student Assistants	\$ 52,883	\$ 50,880	\$ 58,425	Outreach specialist/moved to MCT (\$8,707.50)
613808	16804	Benefits - SA 4%	\$ 2,100	\$ 2,888	\$ 3,817	
613816	16803	Corp Admin charge 8%	\$ 8,569	\$ 11,155	\$ 18,688	
660842		Student Activities	\$ -	\$ 8,888	\$ -	Moved from Administration
10701		Novelty and Variety	\$ 20,000	\$ 20,800	\$ 28,888	\$2,500 moved from OTR
10702		Administration	\$ 6,000	\$ 6,888	\$ -	
10703		The Ball	\$ 15,000	\$ 10,800	\$ -	Moved to Pride and Traditions
10704		Community Service	\$ 3,000	\$ 7,800	\$ 7,888	
10706		On The Road	\$ 10,000	\$ 19,000	\$ 7,888	Reduced to support Terminals only
10708		TLAP	\$ 7,000	\$ 8,000	\$ 4,888	
10707		Coagor/Pride & Traditions	\$ 21,000	\$ 21,000	\$ 34,888	
10711		Alumnae Spring Break (ASB)	\$ 15,000	\$ 15,000	\$ 18,888	
10713		Marketing	\$ 4,500	\$ 4,500	\$ -	Moved to MCT Budget
660835		Office Equip/computers	\$ 1,500	\$ 1,800	\$ 3,888	6 computers: 5 student, 1 staff (Student Engagement Coordinator)
		TOTAL	\$ 208,843	\$ 258,387	\$ 324,387	

CAB Specialist - Terminals	Rate	Weeks	Hours	Total
summer	\$12.00	4	10	\$480.00
fall	\$12.00	19	15	\$5,400.00
spring	\$18.00	18	15	\$3,765.00
			Total	\$7,885.00
			Total for 1 specialist	\$7,885.00

CAB Specialist - Second Year with ASI	Rate	Weeks	Hours	Total
summer	\$12.00	5	10	\$600.00
fall	\$19.25	19	15	\$5,491.25
spring	\$19.25	19	15	\$5,776.25
			Total for 4 specialists	\$31,478.88

CAB Specialist - Third Year with ASI	Rate	Weeks	Hours	Total
summer	\$12.25	12	10	\$5,470.00
fall	\$12.50	19	20	\$4,750.00
spring	\$18.50	19	20	\$5,190.00
			Total	\$15,410.00
			Total for 3 specialists	\$15,410.00

CAB Terminals	\$7,885.00
CAB Second Year	\$31,478.88
CAB Third Year	\$15,410.00
Total student support	\$54,773.88

Dept ID	2104 - Public Center	17/18 Budget	18/19 Year 1	19/20 Year 2	20/21 Year 3	21/22 Year 4	Notes
Account#	Account Description						
613800	State-Prof Staff (without ES)	\$ 65,197	\$ 67,083	\$ 67,083	\$ 69,065	\$ 71,137	
613801	Pro Staff Benefits (without ES)	\$ 26,654.80	\$ 28,151.20	\$ 28,151.20	\$ 27,625.84	\$ 28,654.61	
	Cost of Living Adjustments (CLA)		\$ 31,500.00	\$ 2,611.99	\$ 2,071.84	\$ 2,194.60	assumes 3% COLA
	Benefits - SA 4%		\$ 1,800.00				
	Benefits - SA 12%		\$ 1,800.00				
613802	Salaries-Student Assistants	\$ 41,154	\$ 37,044	\$ 38,155.33	\$ 39,266.66	\$ 40,378.00	Increases by 3% starting 18/19 to adjust for inflation
613803	LANSI benefits SA 4%	\$ 1,648.35	\$ 1,682.20	\$ 1,724.31	\$ 1,772.00	\$ 1,821.16	range increase
613804	LANSI Admin charge 8%	\$ 10,728	\$ 10,423	\$ 10,684	\$ 11,025	\$ 11,385	
662541	Student Activities	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	
662542	Professional Development		\$ 625				
660842	Office Equip/computers	\$ 2,700	\$ 2,700	\$ 2,700	\$ 2,700	\$ 2,700	
660835	Office Equip/computers	\$ 2,340	\$ 2,340	\$ 2,340	\$ 2,340	\$ 2,340	\$300 per computer @ 8 PC computers used 11/14/12
	Computer Refresh					\$ 25,000	Refresh required 11/22
	TOTAL	\$ 176,660	\$ 189,678	\$ 178,381	\$ 183,688	\$ 193,385	

Period	18/19 Year 1	19/20 Year 2	20/21 Year 3	21/22 Year 4
Scenario 1	300M ASI	28/20	30/20	30/21 CSUSM
ASU Contributions	\$ 388,174	\$ 134,241	\$ 54,792.30	\$ -
CSUSM Contributions	\$ -	\$ 13,400	\$ 177,812	\$ 360,338

Dept ID	2105 - Gender Equity Center (GEC)	17/18 Budget	18/19 Year 1	19/20 Year 2	20/21 Year 3	21/22 Year 4	Notes
Account#	Account Description						
613800	Salaries-Prof Staff (without ES)	\$ 47,277	\$ 42,008	\$ 42,008	\$ 43,588	\$ 45,378	
613801	Pro Staff Benefits (without ES)	\$ 20,911	\$ 20,889	\$ 20,889.20	\$ 21,427	\$ 21,070	
	Cost of Living Adjustments (CLA)		\$ 11,800	\$ 1,265	\$ 887	\$ 1,635	assumes 3% COLA increase
	Benefits - SA 4%		\$ 1,800				
	Benefits - SA 12%		\$ 1,800				
613802	Salaries-Student Assistants	\$ 41,154	\$ 37,044	\$ 38,155	\$ 39,266	\$ 40,378	Increases by 3% starting 18/19 to adjust for inflation
613803	Corporation benefits SA 4%	\$ 1,648	\$ 1,662	\$ 1,724	\$ 1,772	\$ 1,821	range increase
613804	Corporation Admin charge 8%	\$ 8,728	\$ 8,587	\$ 8,859	\$ 9,140	\$ 9,547	
662542	Student Activities	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	
662543	Professional Development		\$ 625				
660835	Office Equip/computers	\$ 2,800	\$ 2,800	\$ 2,800	\$ 2,800	\$ 2,800	\$300 per computer @ 8 PC computers
	Computer Refresh					\$ 25,000	Refresh required 11/22
660835	Office Equip/computers	\$ 1,540	\$ 1,540	\$ 1,540	\$ 1,540	\$ 1,540	
	TOTAL	\$ 146,756	\$ 146,638	\$ 154,381	\$ 157,788	\$ 161,285	

Period	18/19 Year 1	19/20 Year 2	20/21 Year 3	21/22 Year 4
Scenario 1	300M ASI	28/20	30/20	30/21 CSUSM
ASU Contributions	\$ 346,635	\$ 27,371	\$ 47,335	\$ -
CSUSM Contributions	\$ -	\$ 45,268	\$ 134,485	\$ 464,488

Period	18/19 Year 1	19/20 Year 2	20/21 Year 3	21/22 Year 4
Scenario 1	300M ASI	28/20	30/20	30/21 CSUSM
ASU Contributions	\$ 308,365	\$ 22,613	\$ 60,114	\$ -
CSUSM Contributions	\$ -	\$ 10,893	\$ 230,267	\$ 381,789

*Liam: 18-19 AS: 800 approved scenario 1 for the Public and GEC Center location.

Draft Budget for Internal Operations Committee | April 19, 2019

Dept ID	2206 - Media & Marketing	17/18 Budget	18/19 Approved Budget	19/20 Proposed Budget	Notes for 18/20	
Account#	Class Code	Account Description				
613800	16803	Salaries - Prof Staff	\$ 44,832	\$ 50,000	\$ 48,830	
613801	16803	Benefits - Prof Staff	\$ 17,573	\$ 20,000	\$ 19,488	
613802	16804	Salaries-Student Assistants	\$ 34,856	\$ 37,352	\$ 38,378	CAR Outreach Specialist line moved
613803	16804	Benefits SA 4%	\$ 1,394	\$ 1,494	\$ 1,538	
613816	16803	Corp Admin charge 8%	\$ 7,832	\$ 8,708	\$ 8,681	
660842		Student Activities	\$ 23,000	\$ 6,484	\$ 6,480	Printing moved to ASI Operational Supplies
660842	10801	Cougar Pride Swing	\$ -	\$ 10,000	\$ 12,290	1/2 CAR Outreach budget moved to this line
660842	10802	ASI Operational Supplies	\$ -	\$ 9,800	\$ 11,380	
		MCT Equipment	\$ -	\$ -	\$ 9,200	
		Outreach and Volunteer Programs	\$ -	\$ -	\$ 2,390	1/2 CAR Outreach budget moved to this line
660835		Office Equip/computers	\$ 1,800	\$ 2,100	\$ 2,300	7 computers: 6 students, 1 staff (Media and Comm Coordinator)
	TOTAL		\$ 133,987	\$ 148,138	\$ 174,124	

MCT Specialist - First Year with ASI	Rate	Weeks	Hours	Total
summer	\$12.00	4	15	\$720.00
fall	\$12.00	19	15	\$3,240.00
spring	\$12.00	19	15	\$3,240.00
				Total \$7,200.00
				Total for 1 specialist \$7,980.00

MCT Specialist - Second Year with ASI	Rate	Weeks	Hours	Total
summer	\$13.00	8	15	\$1,980.00
fall	\$12.25	19	15	\$3,491.25
spring	\$13.25	19	15	\$3,776.25
				Total \$9,247.50
				Total for 2 specialist \$17,415.00

MCT Specialist - Third Year with ASI	Rate	Weeks	Hours	Total
summer	\$12.25	8	20	\$1,960.00
fall	\$12.50	19	15	\$3,562.50
spring	\$13.50	19	15	\$3,467.50
				Total \$8,990.00
				Total for 3 specialist \$38,130.00

MCT First Year	\$7,980.00
MCT Second Year	\$17,415.00
MCT Third Year	\$28,110.00
Total Student Wages	\$53,505.00

Draft Budget for Internal Operations Committee | April 19, 2019

Associated Students, Inc of CSUSM

Associated Students, Inc of CSUSM

Dept ID	2110 - General Student Programming	17/18 Budget	18/19 Approved Budget	19/20 Proposed Budget	Notes for 18/20	
Account#	Class Code	Account Description				
613805	16809	Salaries: Prof Staff	\$ 10,000	\$ 25,360	\$ 48,980	Full time Student Orgs Accounts/Project Specialist
613808	16803	Benefits: Prof Staff	\$ 1,200	\$ 14,144	\$ 36,880	
613808	16803	Salaries: Prof Staff		\$ 68,980	\$ 68,980	Full time staff - Associate Director
613838	16803	Benefits: Prof Staff		\$ 26,480	\$ 26,480	
613808	16804	Salaries-Student Assistant	\$ 6,000	\$ -	\$ 28,134	Front desk student salaries
613808	16804	Benefits - SA 4%	\$ 240	\$ -	\$ 884.98	
613816		Corp Admin charge 8%	\$ 1,395	\$ 3,960	\$ 13,546	
660842		Student Activities	\$ 10,000	\$ 788	\$ 788	Front desk training
11001		ASI Retreats	\$ 9,000	\$ 7,500	\$ 8,500	All ASI Summer Retreat, Mid-Year Retreat
		Community Centers Training	\$ 1,500	\$ -	\$ -	
11002	LEAD		\$ 2,000	\$ 1,500	\$ 1,500	
11008	Social Justice Summit		\$ 2,200	\$ 2,000	\$ 2,000	
11004	24/5 Library		\$ 150,000	\$ 150,000	\$ 158,888	Agreement sunset in 21/22
11007	Sustainability		\$ 20,000	\$ 15,000	\$ 18,688	
11005	Large Scale Events		\$ 125,000	\$ 100,000	\$ -	A new dept ID was created in 18/19 to better track expenses associated with Festival 7E
660835		Office Equip/computers	\$ 3,000	\$ 3,300	\$ 888	3 computers: 2 staff (Associate Director and Orgs Acct/Proj Specialist) and 1 student
	TOTAL	\$ 328,943	\$ 362,264	\$ 861,476		

Year with ASI	Rate	Weeks	Hours	Total
summer	\$ 12.00	4	0	\$ -
fall	\$ 12.00	19	13	\$ 2,964.00
spring	\$ 13.00	19	19	\$ 3,211.00
				Total \$ 6,175.00
				Total for 2 Specialist \$ 12,350.00

Year with ASI	Rate	Weeks	Hours	Total
summer	\$ 13.50	13	7	\$ 1,228.50
fall	\$ 13.50	19	13	\$ 3,334.50
spring	\$ 13.00	19	13	\$ 3,213.00
				Total for 1 Specialist \$ 7,776.00

Total Student Wages \$ 28,124.00

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Dept ID	2111 - Executive Vice President	17/18 Budget	18/19 Approved Budget	19/20 Proposed Budget	Notes for 18/20	
Account#	Class Code	Account Description				
613808	16804	Salaries-Student Assistants	\$ 14,000	\$ 14,820	\$ 15,718	
613808	16804	Benefits SA 4%	\$ 560	\$ 580	\$ 608	
613816		Corp Admin charge 8%	\$ 1,185	\$ 1,208	\$ 1,287	
660601		Travel	\$ 1,000	\$ 1,000	\$ 1,000	
660842		Student Activities				
	11103	Student Emergency Fund (SEF)	\$ 12,000	\$ 12,000	\$ 16,750	Funds for 63 students @ \$250 each
	11104	ASI Leadership Fund (ALF)	\$ 39,500	\$ 35,000	\$ 38,888	
660835		Office Equip/computers	\$ 300	\$ 300	\$ 888	1 computer: student
	TOTAL	\$ 68,825	\$ 64,988	\$ 68,325		

Executive VP	Rate	Weeks	Hours	Total
summer (June - Aug)	\$15.50	12	10	\$1,860.00
fall	\$15.50	17	20	\$5,170.00
spring	\$15.50	18	20	\$5,580.00
				Total \$12,710.00

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Dept ID 2118 - ASI Vice President of Student and University Affairs (VPSUA)						
Account #	Class Code	Account Description	17/18 Approved Budget	18/19 Approved Budget	19/20 Proposed Budget	Notes for 19/20
613808	16804	Salaries-Student Assistants	\$ 14,000	\$ 14,500	\$ 12,718	
613808	16804	Benefits SA 4%	\$ 560	\$ 580	\$ 888	
613816		Corp Admin charge 8%	\$ 1,185	\$ 1,206	\$ 1,867	
606021		Travel	\$ 7,150	\$ 7,150	\$ 7,339	
660842		Student Activities	\$ 4,500	\$ 2,000	\$ 2,888	
	11801	Lobby Corp		\$ 1,500	\$ 1,888	
660835		Office Equip/computers	\$ 300	\$ 300	\$ 988	1 computer; student
TOTAL			\$ 27,695	\$ 27,336	\$ 28,838	

VP/SLA	Rate	Weeks	Hours	Total
summer (June - Aug)	\$15.50	12	10	\$1,860.00
Fall	\$15.50	17	20	\$5,270.00
spring	\$15.50	18	20	\$5,580.00
Total				\$12,718.00

Dept ID 2123 - University Cost Recovery					
Account #	Account Description	17/18 Approved Budget	18/19 Approved Budget	19/20 Proposed Budget	Notes for 19/20
613814	University Indirect Cost Recovery	\$ 52,914	\$ 66,423	\$ 22,185	
613814	Business & Financial Services MOU	\$ 87,085	\$ 88,827	\$ 96,089	
613814	Public Records Request	\$ 5,000	\$ 5,000	\$ -	
TOTAL		\$ 144,999	\$ 160,250	\$ 118,273	

Associated Students, Inc of CSUSM

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Dept ID 2124 - ASI Chair and Chief of Staff						
Account #	Class Code	Account Description	17/18 Approved Budget	18/19 Approved Budget	19/20 Proposed Budget	Notes for 19/20
613808	16804	Salaries-Student Assistants	\$ 13,000	\$ 14,500	\$ 12,718	
613808	16804	Benefits SA 4%	\$ 520	\$ 580	\$ 888	
613816		Corp Admin charge 8%	\$ 1,082	\$ 1,206	\$ 1,867	
60601		Travel	\$ 1,000	\$ 1,000	\$ 1,988	
606042		Student Activities	\$ 1,500	\$ 2,500	\$ 1,988	
660835		Office Equip/computers	\$ 300	\$ 300	\$ 888	1 computer; student
TOTAL			\$ 17,402	\$ 19,686	\$ 17,895	

Chair and Chief of Staff	Rate	Weeks	Hours	Total
summer (June - Aug)	\$15.50	12	10	\$1,860.00
Fall	\$15.50	17	20	\$5,270.00
spring	\$15.50	18	20	\$5,580.00
Total				\$12,718.00

Dept ID 2125 - Cougar Pantry						
Account #	Class Code	Account Description	17/18 Approved Budget	18/19 Approved Budget	19/20 Proposed Budget	Notes for 19/20
613808	16804	Salaries-Student Assistants	\$ 13,205	\$ 28,150	\$ 38,388	
613808	16804	Benefits SA 4%	\$ 528	\$ 1,168	\$ 1,534	
613808	16804	Salary - Bankrate Assistant			\$ 12,415	
613808	16804	Benefits SA 1.2%			\$ 1,498	
613816	16803	Corp Admin charge 8%	\$ 1,099	\$ 2,423	\$ 1,867	
606042		Student Activities	\$ 65,000	\$ -	\$ 17,888	
	12502	Food	\$ -	\$ 20,000	\$ 12,888	Lower cost due to resourcing food for retailers
	12501	Operations	\$ -	\$ 2,000	\$ 4,388	
	12503	Programming	\$ -	\$ 8,348	\$ 8,888	Call Fresh Day, Burger Awareness /Week, etc
660835		Office Equip/computers	\$ 300	\$ 300	\$ 988	3 computers: 1 in the Pantry, 2 in ASI suite for students
60601		Travel	\$ -	\$ 5,000	\$ 8,888	Visits to other food pantries, basic needs conference
					\$ 85,888	Commercial vans, Yarnnaca, DMV registration, 1st year reimbursement, CSUSM annual parking pass and gas
TOTAL			\$ 80,132	\$ 84,888	\$ 167,341	
606042		Chancellor's Office 5885 Grant	\$ -	\$ 40,000	\$ -	One-time grant
		Food Insecurity Fund - Giving Day	\$ -	\$ (2,163)	\$ -	One-time funding
GRANT TOTAL			\$ 80,132.00	\$ 84,867	\$ 188,341	

Pantry Specialist - First Year with ASI	Rate	Weeks	Hours	Total
summer	\$ 12.00	4	15	\$ 720.00
Fall	\$ 12.00	19	15	\$ 4,200.00
spring	\$ 13.00	19	15	\$ 3,705.00
Total for 3 specialists				\$ 15,688.00

Pantry Specialist - Second Year with ASI	Rate	Weeks	Hours	Total
summer	\$ 12.00	12	10	\$ 1,440.00
Fall	\$ 12.25	19	15	\$ 4,417.25
spring	\$ 13.25	19	15	\$ 3,776.25
Total for 1 specialist				\$ 8,707.50
Total for 2 specialists				\$ 17,415.00

Graduate Student	Rate	Weeks	Hours	Total
summer	\$ 14.00	12	30	\$ 1,680.00
Fall	\$ 14.00	19	20	\$ 3,380.00
spring	\$ 14.25	19	20	\$ 4,415.00
Total for 3 Grad Student				\$ 12,415.00

CP First Year	\$ 15,680.00
CP Second Year	\$ 17,415.00
CP Graduate Assistant	\$ 12,415.00
Total Student Wages	\$ 45,580.00
Total GA Wages	\$ 12,415.00

Associated Students, Inc of CSUSM

Dept ID		2126 - Festival 20				
Account #	Class Code	Account Descriptions	17/19 Approved Budget	18/19 Approved Budget	19/20 Proposed Budget	Notes for 19/20
660842	12601	Volunteers		\$ 2,000	\$ 2,000	
660842	12602	Marketing	\$ -	\$ 7,000	\$ 7,000	
660842	12603	Promotions	\$ -	\$ 3,000	\$ 3,000	
660842	12604	Production	\$ -	\$ 31,000	\$ 31,000	
660842	12605	Artist/Hospitality	\$ -	\$ 50,000	\$ 50,000	
660842	12606	Activities/Entertainment	\$ -	\$ 5,000	\$ 5,000	
660842	12607	Decor	\$ -	\$ 2,000	\$ 2,000	
		TOTAL		\$ 100,000	\$ 100,000	



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

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FOREWORD

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

DEFINITIONS

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

- University:** Whenever "University" is referenced, it shall mean California State University San Marcos unless otherwise indicated.
- Associated Students, Inc. (ASI):** The Associated Students, Inc. of California State University San Marcos shall be referred throughout as "ASI" unless otherwise indicated.
- Board of Directors (BOD):** The ASI Board of Directors shall be referred throughout as "BOD" unless otherwise indicated.
- Fiscal Year:** Whenever "fiscal year" is referenced, it shall mean the first day of July and shall terminate on the last day of June of the following year.

ARTICLE 1: NAME AND COLORS

SECTION 1: NAME

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

SECTION 2: COLORS

The official colors of ASI shall be Blue and White.

ARTICLE 2: CORPORATE LOGO

SECTION 1: ASI CORPORATE LOGO

The ASI corporate logo shall be the symbol shown below:



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SECTION 2: ASI LOGO USE

The ASI Corporate Logo shall be used for all corporate official documents, certificates, and awards to emphasize the final approval and representation of ASI.

SECTION 3: ASI LOGO MODIFICATION

The ASI logo may be modified by the ASI Board of Directors, if approved by a majority vote of three directors in attendance at a regular or special meeting.

ARTICLE 3: NONPARTISAN ACTIVITIES

Associated Students, Inc. of California State University San Marcos is organized for charitable purposes, as a supporting organization, within the meaning of sections 501(c)(3) and 500(a)(3) of the United States Internal Revenue Code. No substantial part of the activities of ASI shall consist of carrying on propaganda, or otherwise attempting to influence in any political campaign, including the publishing or distribution of statements on behalf of any candidate for public office.

ARTICLE 4: PRINCIPAL PLACE OF BUSINESS

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

California State University San Marcos
220 South Twin Oaks Valley Road
San Marcos, California, 92060-0001

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

ARTICLE 5: VISION, MISSION, AND CORE VALUES

SECTION 1: VISION STATEMENT

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

SECTION 2: MISSION STATEMENT

ASI serves, engages, and empowers students.

SECTION 3: CORE VALUES

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

ARTICLE 6: MEMBERSHIP

SECTION 1: MEMBERSHIP

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

SECTION 2: MEMBERSHIP RIGHTS

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

SECTION 3: CONDITIONS

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

ARTICLE 7: GOVERNANCE

SECTION 1: CORPORATE GOVERNANCE

ASI has the right to self-governance pursuant to the California Education Code sections 80300, 80301, and 80302, California Corporations Code section 5110 et seq, and subject to the regulations of the State of California, the Trustees of the California State University and University Rules, Regulations, and Policies.

SECTION 2: POWERS AND AUTHORITIES

The corporate powers, business, and affairs of ASI shall be exercised, controlled, and conducted by the ASI Board of Directors and ASI Executive Officers consisting of an ASI President, an ASI Executive Vice President, an ASI Vice President of Student & University Affairs, and an ASI Chair

4 Chief of Staff.

ARTICLE 8: EXECUTIVE OFFICERS AND BOARD OF DIRECTORS ELIGIBILITY

SECTION 1: ELIGIBILITY REQUIREMENTS

- 1.1 Students must meet the following requirements in order to be eligible for elected offices and/or appointed offices of the ASI Board of Directors:
1.1.1 Shall be a member of ASI.
1.1.2 Student representatives, candidates, and incumbents for office must be in good standing at CSUSM and shall not be on any academic, disciplinary, or administrative probation as may be determined by the University in accordance with University Rules and Regulations. This status must be maintained for the duration of any member's term in office.
1.1.3 Maintain a minimum 2.0 CSUSM semester grade point average (GPA) in accordance with the California State University (CSU) Chancellor's Office requirements and a minimum 2.0 cumulative grade point average at CSUSM. This includes the semester prior to election or appointment to maintain the minimum CSUSM semester and cumulative CSUSM GPA requirement while in office.
1.1.4 Shall be a currently enrolled student of California State University San Marcos.
1.1.4.1 Undergraduate student candidates:
1.1.4.1.1 Must maintain at least six (6) units per semester while running for office and must earn at least six (6) units per semester while holding office.
1.1.4.1.2 Must have completed at least one semester prior to the election, earning a minimum of six (6) units.
1.1.4.1.3 Are allowed to earn a maximum of 150 semester units or 125 percent of the units required for their declared baccalaureate degree(s), whichever is greater. Students holding more than this number of units will no longer be eligible for office and shall be required to immediately resign from office.
1.1.4.2 Graduate and credential student candidates:
1.1.4.2.1 Must maintain three (3) units per semester while running for office and must earn at least three (3) units per semester while holding office.
1.1.4.2.2 Must be currently enrolled in a minimum of three (3) units to be eligible.
1.1.4.2.3 Allowed to earn a maximum of 60 semester units or 157 percent of the units required for their declared graduate degree(s) or credential, whichever is greater. Students holding more than this number of units will no longer be eligible for office.
1.1.4.3 Coursework for which a grade of "incomplete", "I", or "WF" is recorded shall not count toward the minimum semester unit load.
1.1.4.4 The eligibility requirements set forth herein must be maintained while in office. If at any time while in office, an officer and/or director becomes subject to probation by the University of any kind, the individual will be immediately disqualified from serving as an officer and/or director and shall be required to immediately resign from office.
1.1.4.5 Shall not be a current student employee or professional employee in any ASI entity.

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SECTION 2: VERIFICATION

2.1 Any student elected or appointed to office and/or the ASI Board of Directors shall have their

eligibility requirements verified before officially taking office as set forth herein. Academic and disciplinary eligibility shall be verified each semester or when ASI is notified of any changes by the officer and/or director or by the University, if at any time while in office, an officer and/or director becomes subject to probation by the University of any kind, the individual will be immediately disqualified from serving as an officer and/or director and shall be required to immediately resign from office.

2.2 All LUPA and union requests, petitions from other institutions, must be confirmed by CSU SBA and President by ASI application deadline.

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SECTION 3: TERMS OF OFFICE

- 3.1 Executive Officers Elected or appointed Executive Officers may serve no more than two terms in the same position and shall officially be active after the Oath of Office as set forth in ARTICLE 10.
3.2 Student Representatives: Elected members of the ASI Board of Directors terms shall be the length of one (1) year and shall officially be active after the Oath of Office as set forth in ARTICLE 10.

SECTION 4: CONFLICT OF INTEREST AND ANNUAL STATEMENTS

- 4.1 Any students elected or appointed to an office are required to sign and abide by the Expectations and Responsibilities Agreement, Conflict of Interest Agreement, and other forms as deemed necessary and appropriate by the Executive Director, as set forth by the ASI Board of Directors.
4.2 The ASI Executive Director or designated ASI professional staff member shall have official responsibility for these documents and ASI shall maintain on file a current copy of each student's signed agreements.

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SECTION 5: INELIGIBILITY TO SERVE (REMOVAL FROM OFFICE)

In the event that the Internal Operations Committee recommends to the ASI Board of Directors, and the ASI Board of Directors concurs that a member of the ASI Board of Directors is not in compliance with any of these Bylaws, resulting in the ASI Board Member's removal from the ASI Board of Directors, that member shall be ineligible for appointment or election to any other ASI office as set forth in ARTICLE 23, Section 8 herein.

SECTION 6: RESIGNING FROM OFFICE

If an ASI Board member is unable to continue their duties, the Board member shall immediately submit their written resignation to the ASI President.

ARTICLE 9: EXECUTIVE OFFICERS

SECTION 1: COMPOSITION

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

SECTION 2: AUTHORITY MANAGEMENT

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

SECTION 3: RETREAT & TRAININGS

ASI Executive Officers shall attend an officially designated ASI Executive retreat(s) in addition to the ASI Board of Directors retreat(s), planned and directed by the ASI President, ASI Staff, Employees, and Special Officer(s) shall not be required to attend unless determined at the sole discretion of the ASI President. An ASI Executive Officer who fails to attend any retreat, without a prior approved absence by the ASI President, shall be subject to the procedures set forth in

ARTICLE 2. Section 9 herein. Notification will be executed within five (5) business days by the ASI President. The retreats are as follows:

3.1 ASI Executive Officer On-Boarding Process
ASI Executive Officers shall attend meetings scheduled with University Vice Presidents and various campus entities as part of the on-boarding process, as well as meeting with the Vice President of Student Affairs.

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

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

SECTION 4: COMPENSATION
For Executive Officers to be eligible for compensation in serving in their respective offices, each must:

- 4.1 Serve a minimum of twenty (20) hours per week during the academic year (fall and spring semesters). These hours may include time spent in the ASI Board of Directors' office, in committee assignments, attending ASI and campus events, participating in the California State Student Association and other statewide advocacy, and participating in all pertinent meetings.
4.2 Serve a minimum of ten (10) hours per week during the summer session.
4.3 Shall be compensated with an hourly wage, priority registration, and term parking passes.
4.3.1 All hours and/or effort shall be reported on timesheets and those hours worked must be in accordance with current employment authorization on file with ASI Human Resources. All time reported shall be true and correct and affirmed under penalty of perjury.
4.3.2 Any overtime worked must be approved in writing by the ASI Executive Director or designee prior to being performed.

SECTION 4: TRANSITION PLAN
Each Executive Officer shall be responsible for developing and executing a successful transition plan for the officer's successor, at the discretion of the appropriate position.

SECTION 6: STRATEGIC PARTNER
Each ASI leader serves as a strategic partner with the ASI President, ASI Board of Directors, ASI Executive Director, and ASI Professional Staff in developing and implementing ASI goals, actions, strategic priorities, and initiatives.

ARTICLE 104: POWERS AND DUTIES OF THE EXECUTIVE OFFICERS AND EXECUTIVE COMMITTEE

SECTION 1: POWERS
The ASI Executive Officers shall have the authority to administer and execute the ASI Bylaws, the ASI policies and procedures, and any directive as may be adopted by the ASI Board of Directors.

SECTION 2: EXECUTIVE COMMITTEE MEMBERSHIP
2.1 The Executive Committee shall consist of the following members:

- 2.1.1 Members:
2.1.1.1 ASI President

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

- 2.1.2 Advisors:
2.1.2.1 ASI Executive Director
2.1.2.2 ASI staff representative designated by ASI Executive Director

SECTION 3: EXECUTIVE COMMITTEE DUTIES AND RESPONSIBILITIES

- 3.1 Maintains responsibility for the oversight of ASI. Day-to-day management of each of the functional areas of ASI is delegated to ASI professional staff, under the oversight of the Executive Director.
3.2 Makes recommendations for agenda items for the ASI Board of Directors meetings.
3.3 Acts on behalf of the ASI Board of Directors during periods when the ASI Board of Directors are not in session, including summer and winter intersessions (from the final Board meeting in April/May until the first Board meeting in January/February), as well as in ASI RDE 277, Section 9 herein.
3.4 Serves as a steering committee on matters of ASI, for referral to the ASI Board of Directors as appropriate.
3.5 Makes recommendations to the ASI Board of Directors on the current annual operating budget. Any decisions which change the organizational structure or scope of services of ASI shall be approved by the ASI Board of Directors. All actions shall be documented in minutes available to all Board members and posted on ASI's website.
3.6 Makes recommendations to the ASI Board of Directors.
3.7 Recommends Policies and Procedures, including amendments thereto, to the ASI Board of Directors for their approval.
3.8 Reviews and makes recommendations to the ASI Board of Directors about changes to the corporate structure.
3.9 Aids in the development of policy, reports, and annual highlights for ASI, including but not limited to the ASI Annual Report.
3.10 Reviews financial and such statements of ASI.
3.11 Reviews and approves recommendations of ASI committees including academic organizations, to assist in the development of ASI's policies and procedures, and to assist in the development of ASI's policies and procedures, and to assist in the development of ASI's policies and procedures. All actions shall be documented in minutes available to all Board members and posted on ASI's website. MOVED TO PERSONNEL COMMITTEE.

SECTION 4: DUTIES OF ASI PRESIDENT

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

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- 4.1.7 Serve as the official spokesperson and liaison of ASI to the University administration and campus community.
4.1.8 Represent California State University San Marcos at the annual Education for Leadership in Public Service Seminar hosted by the Panama Institute at CSU Monterey Bay each summer. If the President has already participated in this seminar, the President shall recommend an alternate participant to the Office of the University President.
4.1.9 Ensure that actions and decisions of the ASI Board of Directors are in accordance with the ASI's Articles of Incorporation, these Bylaws, and its Policies and Procedures, and Resolutions and in consultation with the ASI Executive Director and/or other designated ASI professional staff members.
4.1.10 Plan and coordinate ASI retreats and leadership trainings, in collaboration with the designated ASI professional staff members and/or the ASI Executive Director.
4.1.11 Confirm the good standing and eligibility of all members of the ASI Board of Directors, in collaboration with the designated ASI professional staff member.
4.1.12 Initiate and oversee a process to fill vacancies on the ASI Board of Directors. Selected candidates shall be ratified by the ASI Board of Directors.

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

4.2 Meetings and Committees: The ASI President shall:

- 4.2.1 Chair the ASI Awards Committee.
4.2.2 Serve as a voting member and Vice Chair of the ASI Executive Committee.
4.2.3 Serve as a voting member and Vice Chair of the ASI Board of Directors.
4.2.4 Serve as a voting member of the ASI Internal Operations Committee.
4.2.5 Serve as a voting member of the ASI Personnel Committee.
4.2.6 Serve as a voting member on the following University committees, or appoint a designee if unavailable to serve:
4.2.6.1 Academic Senate
4.2.6.2 University Budget Committee
4.2.6.3 Student Fee Advisory Committee
4.2.7 Attend monthly plenary meetings of the California State Student Association.
4.2.8 Attend meetings with the following individuals as needed:
4.2.8.1 CSUSM President
4.2.8.2 CSUSM Vice President of Student Affairs
4.2.8.3 CSUSM Provost and Vice President of Academic Affairs.
4.2.8.4 ASI Executive Director
4.2.8.5 Members of the ASI Executive Committee and ASI Board of Directors.
4.2.8.6 Other individuals as deemed appropriate and necessary.
4.2.8.7 Other ASI Board of Directors members as deemed appropriate and necessary.

SECTION 6: DUTIES OF ASI EXECUTIVE VICE PRESIDENT

- 6.1 General: The Executive Vice President shall:
6.1.1 Assume the duties and responsibilities of the ASI President when absent.
6.1.2 Serve as the Chief Financial Officer (CFO) for ASI.
6.1.3 Review the ASI Corporate Reserve Policy and make recommendations for use of continuing appropriations to the ASI Executive Board and/or ASI Board of Directors, in consultation with the ASI Executive Director and/or designated ASI professional staff members.
6.1.4 Collaborate with the ASI Executive Director and designated ASI professional staff to prepare materials for the annual ASI budget allocation process.
6.1.5 Make budget and fiscal recommendations to the appropriate ASI committees, ASI

- Executive Committee, and/or ASI Board of Directors, in consultation with the ASI Executive Director and/or designated ASI professional staff members.
6.1.6 Review the ASI annual budget with the ASI Board of Directors and appropriate ASI committees and maintain an updated copy of the approved budget.
6.1.7 Present reports of the financial condition of ASI to the ASI Board of Directors at their request or when deemed necessary.
6.1.8 Review and approve completed requisitions, in accordance with policies and procedures.
6.1.9 Coordinate the ASI Leadership Fund (ALF), in collaboration with designated ASI professional staff. This includes reviewing and updating ALF guidelines at least annually, approving ALF applications which fall within funding guidelines, and tracking distributions and balances of the fund.
6.1.10 Track and maintain balance of the Student Emergency Fund (SEF), in collaboration with designated ASI professional staff. This includes working with the SEF workgroup to distribute funds and reviewing and updating SEF guidelines at least annually.
6.1.11 Review and make recommendations regarding ASI space utilization and facilities to the appropriate ASI committees, ASI Executive Committee, and/or ASI Board of Directors, in consultation with the ASI Executive Director and/or designated ASI professional staff members.
6.1.12 Ensure actions and decisions of the ASI Board of Directors are in accordance with the ASI Bylaws, resolutions, and policies.
6.1.13 Recommend corporate operational policies and guidelines to the ASI Executive Committee, ASI Board of Directors, and appropriate ASI committees, in consultation with the ASI President and ASI Executive Director and/or designated ASI professional staff members.
6.1.14 Fulfill other duties as assigned in order to develop and implement ASI goals, actions, strategic priorities, and initiatives.

6.2 Meetings and Committees: The ASI Executive Vice President shall:

- 6.2.1 Chair the ASI Internal Operations Committee.
6.2.2 Chair the appropriate subcommittees designated by the ASI President.
6.2.3 Serve as a member of the ASI Executive Committee.
6.2.4 Serve as a member of the ASI Board of Directors.
6.2.5 Serve as a member of the ASI Personnel Committee.
6.2.6 Serve as a member of the Joint ASUC Committee.
6.2.7 Serve as a non-voting student representative on the University Budget Committee (UBC). The Executive Vice President assumes the voting position on UBC when the ASI President is unavailable to attend meetings, or at the designation of the ASI President.
6.2.8 Attend meetings with the following individuals as needed:
6.2.8.1 CSUSM Vice President of Finance and Administrative Services and/or designee
6.2.8.2 ASI President
6.2.8.3 ASI Executive Director and/or Designated ASI professional staff members
6.2.8.4 Other individuals as deemed appropriate and necessary
6.2.8.5 Other ASI Board of Directors members as deemed appropriate and necessary

SECTION 8: DUTIES OF ASI VICE PRESIDENT OF STUDENT AND UNIVERSITY AFFAIRS

- 8.1 General: The ASI Vice President of Student and University Affairs shall:
8.1.1 Meet at least once per committee and on an as-needed basis with each student representative on the ASI Board of Directors to discuss student and university issues related to the ongoing operations and development of the university. Collaboration with ASI Professional Staff is encouraged prior to meetings.

- 6.1.2 Serve as the official delegate and voting representative to the California State Student Association (CSSA), including traveling to and actively participating in monthly CSSA plenary meetings at various CSU campuses. Travel to CSSA is dependent on budget allocations each fiscal year.
- 6.1.3 Update and inform the ASI Student Advocacy Committee and/or ASI Board of Directors regarding relevant issues, policies, and legislation in the California State University (CSU) system, California State Student Association (CSSA), and California State Legislators which have potential impact on CSU students.
- 6.1.4 Consult with the ASI President, ASI Student Advocacy Committee, and/or Board of Directors as appropriate on informational and action items of CSSA.
- 6.1.5 Coordinate student participation in rallies, protests, and actions that advocate for CSU students consistent with the ASI's Articles of Incorporation, these Bylaws, the rules and regulations applicable to the ASI, and the laws of the State of California.
- 6.1.6 Coordinate and ensure the success of Lobby Corps in engagement in legislative advocacy and voter education and registration.
- 6.1.7 Ensure that ASI travel policy, paperwork, and guidelines are followed when arranging travel to CSSA meetings and other off-campus meetings and events. Consult with the Designated ASI Professional Staff as needed for guidance.
- 6.1.8 Author resolutions for consideration by the ASI Board of Directors, in collaboration with Board representatives and the ASI Student Advocacy Committee.
- 6.1.9 Fulfill other duties as assigned in order to develop and implement ASI goals, actions, strategic priorities, and initiatives.

- 6.2 Meetings and Committees: The ASI Vice President of Student and University Affairs shall:
 - 6.2.1 Chair the ASI Student Advocacy Committee.
 - 6.2.2 Serve as a member of the ASI Executive Committee.
 - 6.2.3 Serve as a member of the ASI Board of Directors.
 - 6.2.4 Serve as a member of the ASI Personnel Committee.
 - 6.2.5 Serve as a member of the California State Student Association (CSSA).
 - 6.2.6 Serve as the student designee on the City of San Marcos School and Neighborhood Relations Commission, including consulting with the CSUSM administrator designee on the Commission as needed.
- 6.2.7 Attend Academic Senate meetings. The Vice President of Student and Academic Affairs assumes the voting senator position on the Academic Senate when the ASI President is unavailable to attend meetings, or at the designation of the ASI President.
- 6.2.8 Serve as a representative on the Student Fee Advisory Committee (SFAC) convened by the CSUSM Vice President of Student Affairs.
- 6.2.9 Entertain or attend meetings with the following individuals as needed:
 - 6.2.9.1 CSUSM Vice President of Student Affairs and/or Dean of Students
 - 6.2.9.2 CSUSM Provost and Vice President for Academic Affairs
 - 6.2.9.3 ASI President
 - 6.2.9.4 ASI Executive Director and/or Designated ASI Professional Staff

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

- 7.1 General: The Chair & Chief of Staff shall:
 - 7.1.1 Have working knowledge of all these Bylaws, the ASI's Policies and Procedures, and any other Rules and Regulations that may be applicable to the ASI.
 - 7.1.2 Have proficiency in running meetings using Robert's Rules of Order, Newly Revised.
 - 7.1.3 Call for agenda items for the ASI Board of Directors, ASI Executive Committee, and other committees as designated by the ASI President.
 - 7.1.4 Draft and post finalised agendas for the ASI Board of Directors, ASI Executive Committee, and other assigned committees as required by the Office of the Open Meeting Act.
 - 7.1.5 Approve all meeting minutes of the ASI Board of Directors, Executive Committee,

- and other assigned committees.
 - 7.1.6 Serve as a profile aide for the ASI Executive Office.
 - 7.1.7 Serve as lead to the student representatives on the ASI Board of Directors, meeting regularly with each representative to ensure completion of office hours, attendance at committee meetings, and outreach to constituents.
 - 7.1.8 Appoint student representatives to Internal ASI Committees and University Committees, as required by the Academic Senate, Office of the University President, and other campus partners. Appointments to the Executive Committee must be ratified by the ASI Board of Directors.
 - 7.1.9 Remove student representatives from ASI and University Committees when they fail to meet expectations of curvative attendance and participation.
 - 7.1.10 Assist the ASI President in organizational matters related to the ASI Board of Directors and other ASI committees as appropriate.
 - 7.1.11 Assist with the recruitment of students and the organization of Internships for open and/or appointed positions on the ASI Board of Directors.
 - 7.1.12 Assist in maintaining transition binders for the ASI Board of Directors.
 - 7.1.13 Fulfill other duties as assigned in order to develop and implement ASI goals, actions, strategic priorities, and initiatives.
- 7.2 Meetings and Committees: The Chair & Chief of Staff shall:
- 7.2.1 Attend meetings with the following individuals as needed:
 - 7.2.1.1 ASI President
 - 7.2.1.2 ASI Executive Officers
 - 7.2.1.3 ASI Executive Director and/or Designated ASI Professional Staff
 - 7.2.1.4 ~~Members of the ASI Board of Directors~~
 - 7.2.2 Chair the ASI Board of Directors
 - 7.2.3 Chair the ASI Executive Committee
 - 7.2.4 Chair other committees as designated by the ASI President.
 - 7.2.5 Serve as a member of the ASI Personnel Committee

ARTICLE 10: BOARD COMPOSITION, SELECTION, DEVELOPMENT AND VACANCY

SECTION 1: COMPOSITION
The ASI Board of Directors shall be composed of the voting members hereinafter to be called Executive Officers, Special Officers, and Representatives.

SECTION 2: DIRECTORS, ADVISORS AND STANDING REPRESENTATIVES

- 2.1 Voting Members:
 - 2.1.1 Chair & Chief of Staff
 - 2.1.2 ASI President
 - 2.1.3 Executive Vice President
 - 2.1.4 Vice President of Student and University Affairs
 - 2.1.5 College of Humanities, Arts, Behavioral, and Social Sciences Representative
 - 2.1.6 College of Business Administration Representative
 - 2.1.7 College of Education, Health, and Human Services Representative
 - 2.1.8 College of Science and Mathematics Representative
 - 2.1.9 Student-at-Large Representative for Diversity and Inclusion
 - 2.1.10 Student-at-Large Representative for Sustainability
 - 2.1.11 Veterans Student Representative
- 2.2 Non-Voting Members:
 - 2.2.1 ASI Executive Director

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- 2.2.2 ASI staff representative designated by the Executive Director
- 2.3 Standing Representatives:
 - 2.3.1 CSUSM President or Designee
 - 2.3.2 CSUSM Vice President of Finance and Administrative Services or Designee
 - 2.3.3 Alumni Association Representative
 - 2.3.4 Academic Senate Chair or Designee
 - 2.3.5 ~~CSUSM Operations Staff Representative~~

SECTION 3: SELECTION

- 3.1 The ASI Board of Directors shall be elected by a vote of the members of ASI in the General Election to be held prior to spring break, each spring term, excluding any Special Officers, unless otherwise stipulated in these Bylaws.
 - 3.1.1 All Executive Officers, and each Student Representative-at-Large shall be elected at large.
 - 3.1.2 All College Representatives shall be elected ~~only~~ by their respective college constituency.
 - 3.1.3 Standing Representatives shall be appointed by a designator (i.e., Alumni Association appointing a representative).
- 3.2 Special Officers shall be appointed by the ASI President and not elected as set forth in ARTICLE 10, Section 2 herein.
- 3.3 The ASI Board of Directors may enact additional rules, regulations, and procedures for Elections and as may be recommended by the ASI Elections Committee.

SECTION 4: TRAINING AND LEADERSHIP DEVELOPMENT

All voting members of the ASI Board of Directors are required to attend mandatory retreats, planned and directed by the ASI President. ASI staff attendance shall be at the ASI President's discretion, with the exception of the All-ASI Development Retreat. The dates shall be determined by the past ASI President prior to elections. Dates are subject to change by a unanimous vote by the elected ASI Board of Directors. A Board member who fails to attend any retreat will be subject to removal as provided by ARTICLE 20, Section 6 herein. ~~Each director's Board Director approval~~ notified by the ASI President of a retreat within five (5) business days ~~of the retreat~~ by the ASI President. The retreats are as follows:

- 4.1 ASI Board of Directors Transition Process and Training
Following the election of the new ASI Board of Directors, a mandatory transitional process and training shall be held at least two (2) weeks prior to the transition of formal authority. All incumbent Board members and Board member-elects shall attend during the transition time to further their knowledge of ASI and their respective positions. Each officer-elect, representative-at-large, incumbent officer and incumbent representative shall attend the first ASI Board of Director's meeting of the spring semester. The Cash of Office shall be administered at the ASI Board of Director's meetings. Official Authority of the Incumbent of the ASI Board of Directors shall commence with outgoing officers relieved of their duties after the cash.
- 4.2 ASI Board of Directors Training
A mandatory training shall be held the week prior to all-ASI development training & retreat. All Board members will use this time to further their knowledge of ASI, Board of Directors, and their respective positions. Each officer shall receive training dates in the election packet or during application process.
- 4.3 All ASI Development Retreat
A mandatory retreat shall be held during the week prior to the start of the fall semester. Mandatory attendees shall include all members of the ASI Board of Directors as well as other student and staff employees of ASI. Specific dates of this retreat shall be determined prior to the ASI General Election and included in election materials.

- 4.4 ASI Board of Directors Mid-Year Development Retreat
A mandatory retreat shall be held within the first two weeks of the beginning of the spring semester, ~~which shall be held on the first of the semester~~. Mandatory attendees shall include all members of the ASI Board of Directors.

SECTION 5: VACANCY

- 5.1 Any person appointed or elected shall meet the qualifications as stated in ARTICLE 10, Section 2, Eligibility, and any other qualifications as stated in these Bylaws and any other provisions as set forth herein for a vacant position.
- 5.2 Any person appointed or elected to fill a vacancy shall hold the position for the unexpired term of their predecessor and shall be subject to the power of removal or recall.
- 5.3 The ASI President shall announce vacancies and publicly solicit applications in such forums as the student newspaper and any other campus media in compliance with the Openness Code of Regulations, Title 5. The ASI President shall determine the application period, which shall be a minimum of two (2) weeks. In addition to the frequency and method of advertisement. Once this has been established, the ASI President shall report the process to fill vacancy to the ASI Board of Directors.
- 5.4 Applicants shall be screened, and interviews shall be conducted using criteria appropriate for fulfilling the requirements of the vacant position ~~as determined by the ASI President, and shall conform to the requirements as applicable to the ASI Professional Staff~~.
- 5.5 In the event of a vacancy of the ASI President, succession shall be given to the ASI Executive Vice President. The vacant Executive Vice President office shall be filled in accordance with this section.
- 5.6 In the event both the President and Executive Vice President offices are vacant, a special election shall be conducted. The ASI Board of Directors shall appoint an Interim President until the special election has concluded and the person has taken the Cash of Office. ~~Special election in special election must follow ARTICLE 10 herein~~
- 5.7 The resigning member shall not be eligible for reappointment to a different ASI Board of Director position, but that candidate may be the individual is assuming the role of an Executive Officer position.

ARTICLE 12: POWERS AND DUTIES OF THE BOARD OF DIRECTORS

SECTION 1: POWERS

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

SECTION 2: GOVERNANCE AUTHORITY

- 2.1 The ASI Board of Directors shall have the power and authority to do the following:
 - 2.1.1 Govern the operation of ASI and approve policies and procedures in accordance with the Articles of Incorporation, these Bylaws, the laws of the State of California, and the rules, regulations and policies of the Trustees and the Chancellor of the California State University, and the California State University San Marcos. The ASI Board of Directors shall have the authority to amend the Articles of Incorporation and Bylaws to implement any law and/or regulations that may affect the ASI.
 - 2.1.2 Adopt policies to carry out the intent of these Bylaws with specific rules, procedures, and position descriptions.
 - 2.1.3 Pass Resolutions by a majority vote of the voting membership.
 - 2.1.4 Incur indebtedness and set a schedule of charges for the conduct of business. Terms and the amounts shall be entered in the meeting minutes of the ASI Board of Directors.
 - 2.1.5 Approve and terminate the services of professional agents such as attorneys and/or accountants and determine their scope of work as may be deemed necessary.

- 2.8 Keep records of minutes noting all the acts and proceedings of ASI.
- 2.9 Prepare, amend, and present the Annual Budget of ASI to the President of the University.
- 2.8 Provide an ASI Election Packet by which the General Election and any Special Elections are to be called and conducted.
- 2.9 Take other action as may be authorized and directed by law.
- 2.10 Receive and consider reports from all officers of ASI, advisors of ASI, and any other agent or employee deemed necessary.

SECTION 3: DUTIES AND RESPONSIBILITIES

- 3.1 The ASI Board of Directors meetings shall serve as a venue for voicing student and University community opinions and ideas, taking action on items as deemed appropriate.
- 3.2 The ASI Board of Directors shall make recommendations to the University President, based on informed and strategic advocacy on behalf of students.
- 3.3 The ASI Board of Directors shall consider Resolutions. Approval of resolutions is based on a majority vote of the voting membership.
- 3.4 Upon review of the recommendations by the Internal Operations Committee, the ASI Board of Directors shall approve any changes to the ASI's Articles of Incorporation and Bylaws.
- 3.5 Upon review of the recommendations by the Internal Operations Committee, the ASI Board of Directors shall annually approve the ASI Master Budget. The ASI Board of Directors shall also approve any mid-year changes to the budget in excess of 5% of the annual budget.
- 3.6 The ASI Board of Directors shall annually review the ASI's United States Internal Revenue Service 990 Tax Forms.
- 3.7 The ASI Board of Directors shall notify new members of the ASI Board of Directors, as well as any Committee members required by University process.
- 3.8 The ASI Board of Directors shall support and advocate on behalf of all ASI programs and activities.
- 3.9 Representation:
 - 3.9.1 Represent views, issues, and concerns of the members of their constituency.
 - 3.9.2 Commit to creating a sustainable campus environment for the student population.
 - 3.9.3 Represent the student body at large in the decisions and discussions of the ASI Board of Directors.
- 3.10 Constituent Outreach:
 - 3.10.1 Seek out the concerns, desires, and opinions of the general student body.
 - 3.10.2 Present resolutions to the ASI Board of Directors regarding any issues that pertain to the general student body and which ASI may have the power to address.
 - 3.10.3 Ensure the activities, actions, and policies of ASI are implemented in the interests of the students of California State University San Marcos and/or ASI.
 - 3.10.4 Work with proper administration to comply with and promote mandated sustainable practices within ASI and the University as a whole.
- 3.11 Budget:
 - 3.11.1 Maintain responsibility for expenditure of their respective budget and practice proper spending based on college-related affairs.
 - 3.11.2 In coordination with the designated ASI Professional Staff assess their budget annually and revise as necessary.
- 3.12 Committees:

- 3.12.1 College Representatives shall have committee participation duties on committees with ASI committees and within the University committees.
- 3.12.2 Participate on two (2) University Committees; or participate on the ASI Internal Operations Committee and one University Committee.
- 3.12.3 Participate on the Student Advocacy Committee and one (1) ASI Steering Committee for the duration of their term in office.
- 3.19 ASI and General Student Representation Visibility
 - 3.19.1 Participate in ASI events and activities promoting ASI programs and services to the CSUSM student body.
 - 3.19.2 Utilize such events to promote services as an ASI Representative.
 - 3.19.3 Recommended to attend and/or participate in at least three (3) ASI events or programs per semester.

SECTION 4: COMPENSATION

- 4.1 Board members are recommended to serve a minimum of five (5) hours per week within the following breakdown: A minimum of two (2) hours may be served in the ASI Board of Directors office within posted hours <https://www.asi.asi.org/2024/04/01/working-hours/>. These hours may be completed on two (2) separate days of the week. Additionally, a minimum of three (3) hours may be served on committees, college representation tasks, and attending ASI and other campus organization events. This includes attendance at ASI Board of Directors meetings and ASI internal committee assignments.
- 4.2 Board members shall receive priority registration, [scholarship](#), and a semester University parking pass. If the Board member already purchased a University parking pass, a meal plan card or University Bookstore gift card shall be given to the Board member.

SECTION 5: COLLEGE APPOINTMENT

- 5.1 The number of College Representative seats on the ASI Board of Directors for each college shall be determined by the size of each college and limited by the ASI Board of Directors and shall be reviewed annually during the Fall semester and after the University reports the enrollment census numbers.
- 5.2 In the event that the University officially establishes a new college that college shall receive one (1) seat on the ASI Board of Directors by default and as student population increases within that college, reapportionment of that college shall comply with the same process aforementioned in this section.

By ASI President and Executive Director shall inform the ASI President and present to the ASI Board of Directors prior to the creation of the ASI Elections committee and any other committees in compliance.

SECTION 6: DUTIES OF THE COLLEGE REPRESENTATIVES

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

- 6.1 Representative Obligation:
 - 6.1.1 Represent views, issues, and concerns of the members of their constituency.
 - 6.1.2 Address issues of inequity and social injustice that affect their constituencies.
 - 6.1.3 Commit to creating an inclusive environment within their colleges.
 - 6.1.4 Represent their respective college constituencies in the decisions and discussions of the ASI Board of Directors.

- 6.2 Constituent Outreach:
 - 6.2.1 Consult and cooperate with all organizations within their constituency and seek out the concerns, desires, and opinions of their respective college, inclusive of all majors within their college.
 - 6.2.2 Present resolutions to the ASI Board of Directors for consideration regarding any issues that pertain to their respective college and which ASI may have the power to address.
 - 6.2.3 Ensure the activities, actions, and policies of ASI are implemented in the interests of the students of California State University San Marcos and/or ASI.
 - 6.2.4 Serve as liaisons to student organizations with affiliations to their college.
- 6.3 Constituency Meetings:
 - 6.3.1 Meet with the appropriate student organizations, classes, and campus partners to present issues and concerns of their college constituencies.
 - 6.3.2 Assist in college graduation and recognition ceremonies, as requested.
- 6.4 College Dean Meetings:
 - 6.4.1 Meet with the appropriate College Dean to present issues and concerns of their college constituencies.
 - 6.4.2 Serve on the Dean's Advisory Board as the student representative.
 - 6.4.3 Collaborate with the College Dean to host at least one (1) event related to the college per semester.
- 6.5 Reports:
 - 6.5.1 Submit a Report as a time specified by the ASI Chair & Chief of Staff to the ASI Board of Directors about University issues, concerns, Dean Meetings and University activities, committee service, and ASI events and activities. The report shall be posted by the ASI on its website.

SECTION 7: DUTIES OF THE STUDENT REPRESENTATIVE AT LARGE FOR SUSTAINABILITY

As an elected member of the ASI Board of Directors, the Student Representative at Large for Sustainability shall have the following duties and responsibilities:

- 7.1 Representative Obligation:
 - 7.1.1 Represent views, issues, and concerns of the members of their constituency.
 - 7.1.2 Consult to creating a sustainable campus environment for the student population.
 - 7.1.3 Represent the student body at large in the decisions and discussions of the ASI Board of Directors.
- 7.2 Constituent Outreach:
 - 7.2.1 Seek out the concerns, desires, and opinions of the general student body.
 - 7.2.2 Present resolutions to the ASI Board of Directors regarding any issues that pertain to the general student body and which ASI may have the power to address.
 - 7.2.3 Ensure the activities, actions, and policies of ASI are implemented in the interests of the students of California State University San Marcos and/or the ASI.
 - 7.2.4 Work with proper administration to comply with and promote mandated sustainable practices within ASI and the University as a whole.
- 7.3 Meetings:
 - 7.3.1 Meet with the appropriate campus partners and student organizations to present

- 7.2.2 Seek out the concerns, desires, and opinions of the general student body.
- 7.2.3 Present resolutions to the ASI Board of Directors for consideration regarding any issues that pertain to the general student body and which ASI may have the power to address.

- 7.4 Reports:
 - 7.4.1 Submit a Report as a time specified by the ASI Chair & Chief of Staff to the ASI Board of Directors about University issues, concerns, Dean Meetings and University activities, committee service, and ASI events and activities. The report shall be posted by the ASI on its website.

SECTION 8: DUTIES OF THE STUDENT REPRESENTATIVE AT LARGE FOR DIVERSITY AND INCLUSION

As an elected member of the ASI Board of Directors, the Student Representative at Large for Diversity and Inclusion shall have an affirmative duty to fulfill their enshrined obligations to the students of California State University San Marcos and the ASI, including the following:

- 8.1 Representative Obligation:
 - 8.1.1 Represent views, issues, and concerns of the members of their constituency.
 - 8.1.2 Assess, advocate for, and educate on the issues and needs of underrepresented and underserved campus communities in the discussions and decisions of the ASI Board of Directors.
 - 8.1.3 Address issues of inequity and social injustice that affect their constituencies.
 - 8.1.4 Commit to creating an inclusive campus climate at CSUSM.
- 8.2 Constituent Outreach:
 - 8.2.1 Seek to understand the concerns, desires, needs, and opinions of the underrepresented and underserved communities of CSUSM.
 - 8.2.2 Present resolutions to the ASI Board of Directors for consideration on social justice issues that pertain to the general student body and which ASI may have the power to address.
 - 8.2.3 Ensure the activities, actions, and policies of ASI are implemented in the interests of the students of California State University, San Marcos and/or ASI.
- 8.3 Constituency Meetings:
 - 8.3.1 Meet with ASI and University staff, administrators, faculty, and students regarding pertinent social justice and/or campus climate issues. Such as the following offices: [and linked to: The Office of Inclusive Excellence, Cross Cultural Center, LGBTQIA Pride Center, Gender Equity Center, Latin@ Center, Black Student Center, Disability Student Disability Support Services, Educational Opportunity Program \(EOP\), National Latino Research Center, DREAMERS Resource Office, English Resource, Global Education, American Express and Culture Institute, TRIO Student Support Services, the College Awareness Program \(CAP\), Pathways to Academic Success and Completion \(PASS\), ACE Scholars Program, CSUSM's Inclusive Culture and Sustainability Center, and others as deemed appropriate.](#)
- 8.4 Reports:
 - 8.4.1 Submit a Report as a time specified by the ASI Chair & Chief of Staff to the ASI Board of Directors about University issues, concerns, Dean Meetings and University activities, committee service, and ASI events and activities. The report shall be posted by the ASI on its website.

ARTICLE 13: SPECIAL OFFICERS

SECTION 1: COMPOSITION

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

SECTION 2: SPECIAL OFFICER SELECTION

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

SECTION 3: AUTHORITY MANAGEMENT

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

ARTICLE 14: DUTIES OF THE SPECIAL OFFICERS

SECTION 1: DUTIES OF THE VETERANS STUDENT REPRESENTATIVE

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

1.1 Representative Obligations:

- 1.1.1 Represent views, issues, and concerns of the members of their constituency.
1.1.2 Assess, advocate for, and educate on the issues and needs of students and campus communities in the discussion and decisions of the ASI Board of Directors.
1.1.3 Commit to creating an inclusive and welcoming campus climate at CSUSM for our veteran and military student population.

1.2. Community Outreach:

- 1.2.1 Seek to understand the concerns, desires, needs, and opinions of veteran and active duty military communities of CSUSM.
1.2.2 Present resolutions to the ASI Board of Directors for consideration on issues that pertain to military/veteran students in which ASI may have the power to address.
1.2.3 Ensure the activities, actions, and policies of ASI are implemented in the interests of the students of California State University, San Marcos and/or ASU.

1.3. Constituency Meetings:

Meet with ASI and University staff, administrators, faculty, and students regarding periodic issues. Staff and administrators may include but are not limited to the Veterans Center Director, Veterans Services Coordinator, Director of Student & Community Support Services, Chief Diversity Officer and Associated Vice President of Office of Inclusive Excellence, and others as deemed appropriate.

1.5. Reports:

Submit a Report as a time specified by the ASI Chair & Chief of Staff to the ASI Board of Directors about Veterans, active duty military, military dependent, off-duty military, committee service, and ASI events and activities shall be included in this report. The report shall be posted on the ASI website.

ARTICLE 15: MEETINGS

SECTION 1: MEETING PROCEDURES

1.1 All meetings of the ASI Executive Committee, Board of Directors, Standing Committee, and Ad Hoc Committees shall be conducted in accordance with all applicable laws of the State of California including but not limited to the Glendon Romazo Open Meetings Act of 2002 as contained in the California Education Code section 86303 et seq. All ASI meetings shall be conducted by the current edition of Robert's Rules of Order, Revised.

All meetings of the ASI Executive Committee, ASI Board of Directors, ASI Standing Committee, and ASI Ad Hoc Committees shall be open and held in public, and all persons shall be permitted to attend meetings except for closed sessions held in accordance with California Education Code section 86307.

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

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

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

SECTION 2: CLOSED SESSION

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

SECTION 3: SPECIAL AND EMERGENCY MEETINGS

Special meetings of the ASI Board of Directors, ASI Executive Committee or ASI Committee may be called at any time by the presiding officer of the respective committee or by a majority of the membership of the respective committee in accordance with California Education Code section 86303.5. Emergency meetings may only be called in accordance with California Education Code section 86303.5.

SECTION 4: AGENDAS AND MINUTES

4.1 The Chair of all ASI Committees shall prepare agendas and minutes, or coordination with designated ASI representatives.

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

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

- Call to order
Roll Call
Recognition of Guests
Approval of Agendas
Approval of Minutes (if applicable)
Open Forum
Any applicable agenda items with brief descriptions (action, information, discussion, reference materials, presentations)
Announcements
Adjournment

SECTION 5: QUORUM

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

SECTION 6: VOTING

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

SECTION 7: USE OF PROXIES

Proxies shall not be allowed for any committee including but not limited to the ASI Board of Directors, Executive Committee, Standing Committee, and any Ad Hoc Committee.

ARTICLE 16: PARLIAMENTARIAN

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

ARTICLE 17: RESOLUTIONS

17.1 Resolutions formally express the position of the ASI Board of Directors as a whole. Resolutions may be authored by any ASI Board of Directors member but should be coordinated with the ASI Vice President of Student & University Affairs as stated in ARTICLE 10, Section 3.1.8

17.2 Resolutions must be reviewed and approved by the ASI Student Advocacy Committee prior to review by the ASI Board of Directors as stated in ARTICLE 10, Section 2.2.3.

ARTICLE 18: COMMITTEES

SECTION 1: COMMITTEE ESTABLISHMENT

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

SECTION 2: COMMITTEE MEMBERSHIP AND SELECTION

Members of ASI committees shall be as follows:

2.1 Voting Members:

- 2.1.1 The ASI Chair & Chief of Staff shall appoint members to each committee.
2.1.2 Appointments to the ASI Elections Committee require approval by the ASI Board of Directors.
2.1.3 Student Representatives at Large on ASI Committees are required to follow the same stability requirements for academic and disciplinary good standing as ASI Board members. CSUSM GPA and CSUSM GPA and CSUSM GPA requirements are not mandated for all committee members.

2.2 Advisors and Standing Representatives:

- 2.2.1 Each committee will have at least one ASI professional staff advisor appointed by the ASI Executive Director, with the exceptions of the ASI Personnel Committee and ASI Elections Committee.
2.2.2 Standing Representatives may also be included in committee membership based

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on recommendation from the Committee Chair, ASI Chair and Chief of Staff, or ASI Executive Director.

SECTION 3: COMMITTEE OFFICERS

The Officers of ASI Committees shall have the following responsibilities:

- 3.1 The Chair of any ASI Committee shall prepare and cause to be posted in accordance with the requirements of California Education Code section 86303.5, and act meeting efficiently within the prescribed estimated time for the meeting, help foster participation during meetings, and all relevant information to be discussed and considered at the meetings to insure all those decisions are made and implemented. The Chair of an ASI Committee, including the ASI Board of Directors and ASI Executive Committee, shall only vote in the event of a tie.
3.2 If the Chair is unable to attend a meeting of an ASI Committee, the Vice Chair shall assume the responsibilities of the Chair.

SECTION 4: STANDING COMMITTEES

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

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

SECTION 5: AD HOC COMMITTEES

- 5.1 Ad-Hoc Committees shall include but are not limited to the following: ASI Awards Committee, and ASI Personnel Committee, and ASI Sustainability Projects Committee. Except as provided in these Bylaws, Ad-Hoc Committees shall be advisory and subject to the direction of the ASI Board of Directors and subject to the direction of the ASI Board of Directors.
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ARTICLE 19: STANDING COMMITTEES

ASI Standing Committees include: Internal Operations, Student Advocacy, Personnel, Elections Awards, and Joint Audit.

SECTION 1: INTERNAL OPERATIONS COMMITTEE

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

- 1.1.1 Voting Members:
1.1.1.1 ASI Executive Vice President
1.1.1.2 ASI President
1.1.1.3 Four (4) members of the ASI Board of Directors
1.1.1.4 Four (4) students at large
1.1.2 Advisors:
1.2.1 ASI Executive Director
1.2.2 ASI Professional Staff designated by the ASI Executive Director
1.2.3 University CFO or Designee
1.1.3 Officers:
1.1.3.1 The Chair of the Committee shall be the ASI Executive Vice President
1.1.3.2 The Vice Chair of the Committee shall be the ASI President

- 1.1 Internal Operations Committee Duties and Responsibilities:
 - 1.2.1 Review proposed budgets for annual allocation process.
 - 1.2.2 Make recommendations to the ASI Board of Directors regarding the ASI annual budget allocation.
 - 1.2.3 Give consideration and attention to financial matters brought to the Internal Operations Committee, when appropriate.
 - 1.2.4 Review and make recommendations to the ASI Board of Directors regarding charges greater than five percent (5%) to the current annual operating budget, including transfer of funds from corporate reserves.
 - 1.2.5 May review ASI Resolutions prior to consideration by the ASI Student Advocacy Committee and/or the ASI Board of Directors.
 - 1.2.6 Receive grievances or complaints brought against any elected or appointed member of the ASI Board of Directors. The ASI Internal Operations Committee shall review and respond to any such grievances and complaints and make a recommendation to the ASI Board of Directors for action.
 - 3.2.6.1 Any grievance brought against a member of the ASI Board of Directors remains effective until the grievance is resolved in accordance with the provisions of ARTICLE 23, Section 8.3
 - 3.2.6.2 The Internal Operations Committee shall have no jurisdiction or authority regarding any grievance or complaint about the ASI elections and/or process. All grievances and complaints about the ASI elections process and candidates for office shall be directed to the ASI Elections Committee.
 - 3.2.6.3 Proposals for other candidates received are deemed to have no effect.
 - 1.2.7 Review and make recommendations to the ASI Board of Directors regarding significant changes in ASI programs and services, scope of operations, and space. These decisions shall take into consideration the overall impact to student access, availability, and use.

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SECTION 2: STUDENT ADVOCACY COMMITTEE

- 2.1 The Student Advocacy Committee shall consist of the following members:
 - 2.1.1 Voting Members:
 - 2.1.1.1 All College Representatives
 - 2.1.1.2 All Student-of-Large Representatives
 - 2.1.1.3 Veterans Student Representative
 - 2.1.1.4 Vice President of Student and University Affairs
 - 2.1.2 Advisors:
 - 2.1.2.1 CSUSM Dean of Students or designated representative
 - 2.1.2.2 ASI staff member designated by the Executive Director
 - 2.1.3 Officers:
 - 2.1.3.1 The Chair of the Committee shall be the ASI Vice President of Student and University Affairs
 - 2.1.3.2 The Vice Chair of the Committee shall be elected from the voting membership of the Committee
- 2.2 Student Advocacy Committee Duties and Responsibilities:
 - 2.2.1 Shall identify and discuss concerns and issues impacting students at California State University San Marcos and within the California State University (CSU) system.
 - 2.2.2 Shall be informed of governmental, legislative, and political agenda items under

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- 2.2.3 Shall review ASI Resolutions prior to consideration by the ASI Board of Directors and make recommendations unless the ASI Board of Directors determines that the Resolution should not be considered by the Student Advocacy Committee. Resolutions may be brought directly to the ASI Board of Directors only under the conditions outlined in the ASI Bylaws.
- 2.2.4 May receive concerns brought by students against University processes and procedures and may forward concerns to the ASI Board of Directors for consideration and/or action.

SECTION 3: PERSONNEL COMMITTEE

- 3.1 The Personnel Committee shall consist of the following members:
 - 3.1.1 Voting Members:
 - 3.1.1.1 ASI President
 - 3.1.1.2 ASI Executive Vice President
 - 3.1.1.3 ASI Vice President for Student and University Affairs
 - 3.1.1.4 ASI Chair and Chief of Staff
 - 3.1.2 Non-Voting Members:
 - 3.1.2.1 CSUSM Student Affairs Representative appointed by the Vice President of Student Affairs
 - 3.1.2.2 CSUSM Corporation Human Resources representative appointed by the CSUSM Corporation Director of Human Resources
 - 3.1.3 Officers:
 - 3.1.3.1 The Chair of the Committee shall be the Chair & Chief of Staff
 - 3.1.3.2 The Vice Chair of the Committee shall be the ASI President
- 3.2 Personnel Committee Duties and Responsibilities:
 - 3.2.1 Oversees ASI's role in the procedure for the Annual ASI Board of Directors Review of the ASI Executive Director and/or appropriate ASI professional staff members as determined by the committee members. The review as identified herein shall be conducted in strict adherence to the confidentiality appropriate to personnel matters and in accordance with any applicable provisions in the California Corporation Code and/or the California Education Code.
 - 3.2.2 Ensures that student input and feedback regarding the performance of the ASI Executive Director and other ASI professional staff to be incorporated into evaluation process for inclusion in the MPP evaluation, annual evaluation, and/or personnel file, as appropriate.
 - 3.2.3 Ensures that the ASI Board of Directors members shall complete the evaluation prior to the end of their appointment.
 - 3.2.4 Establishes a timeline of review process.
 - 3.2.5 Analyzes all information received regarding the individual's performance and prepares a written confidential report to be submitted in the staff's formal evaluation process. The report shall:
 - 3.2.5.1 Summarize the committee's findings.
 - 3.2.5.2 Comment on the Executive Director's and/or ASI professional staff achievements and performance.
 - 3.2.5.3 Include recommendations with regard to the promotion, compensation level and overall employment status of the Executive Director, however, the Associate Vice President for Student Affairs shall retain final

authority over a review of the ASI Executive Director and the ASI Executive Director relating that authority over a review of a member of his or her professional staff. For all ASI professional staff reviewed, their respective supervisor will determine goals and next steps in regard to promotion, compensation, and overall employment status. Notwithstanding the foregoing, the report(s) by the ASI Personnel Committee shall be presented to the ASI Board of Directors in a closed session for its review and approval unless the person who is being reviewed notifies the ASI Board of Directors' Chair that the review can be presented in a meeting open to the public.

3.2.8 Reviews and approves recommendations of ASI employees, including endorsing appropriate eligibility of no more than 15% of the employee's current salary. The ASI Executive Committee shall seek the input from Human Resources of CSUSM, if possible. All review shall be documented in minutes available to all board members and posted on ASI's website.

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SECTION 4: ASI ELECTIONS COMMITTEE

- 4.1 The ASI Elections Committee shall consist of the following members:
 - 4.1.1 Voting Members:
 - 4.1.1.1 Three (3) member of the ASI Board of Directors, who are not running for office in the current election cycle.
 - 4.1.1.2 Four (4) CSUSM students not affiliated with ASI, who are not running for office.
 - 4.1.2 Advisors:
 - 4.1.2.1 Dean of Students or Designee
 - 4.1.2.2 Chief Diversity Officer and Associate Vice President, Inclusive Excellence Officer or Inclusive Excellence or Designee
 - 4.1.3 Standing Representatives:
 - 4.1.3.1 ASI Executive Director or designee
 - 4.1.3.2 ASI Professional Staff as designated by the ASI Executive Director
 - 4.1.4 Officers:
 - 4.1.4.1 The Chair of the Committee shall be one of the ASI Board of Directors representatives as designated by the Chair & Chief of Staff.
 - 4.1.4.2 The Vice Chair of the Committee shall be elected from the voting membership of the Committee.
- 4.2 Election Committee Duties and Responsibilities:
 - 4.2.1 Shall plan and oversee all elections of the ASI Board of Directors in compliance with the ASI Elections Packet, University Policies, and all laws and regulations of the State of California.
 - 4.2.2 Shall be responsible for advertising matters and issues surrounding elections, including but not limited to the application timeline, election dates, forums, and candidate meetings. Shall be responsible for coordinating and advertising elections.
 - 4.2.3 Shall ensure that candidates are informed of and adhere to policies and procedures set forth in the ASI Elections Packet.
 - 4.2.4 Have the capacity to determine consequences of a violation of the ASI Elections

- Packet. Consequences to a candidate, which may include removal of a candidate from the election process, require a two-thirds (2/3) vote.
- 4.2.5 Have the responsibility to investigate the allegations of candidate misconduct in accordance with rules and procedures as may be established by the ASI Elections Committee that insure the process is fair, open, follows due process, and provides that the member under investigation is presumed innocent.
- 4.2.6 Shall publicly post the election results by noon on the Friday of elections week unless the ASI Elections Committee determines that there is an irregularity or other issue about an election that prevents the posting of the election results as set forth herein. If the ASI Elections Committee determines that there is an irregularity or other issue about an election which prevents the posting of results, those candidates impacted will be notified a minimum of 12 hours prior to the scheduled posting of results. If irregularities and/or outstanding issues shall be resolved by the ASI Elections Committee and results posted as expeditiously as possible.
- 4.2.7 Shall be responsible for advertising and promoting voter turnout throughout the elections.
- 4.2.8 Shall receive any and all grievances, charges of misconduct or irregularities, appeals, or complaints brought against any candidates. The Committee shall review and respond to all grievances, charges of misconduct, irregularities, and complaints expeditiously.

SECTION 5: AWARDS COMMITTEE

- 5.1 The Awards Committee shall consist of the following members:
 - 5.1.1 Voting Members:
 - 5.1.1.1 ASI President
 - 5.1.1.2 Two (2) additional members of the ASI Board of Directors
 - 5.1.1.3 Three (3) CSUSM students not affiliated with ASI
 - 5.1.1.4 One (1) ASI staff representative designated by the Executive Director
 - 5.1.1.5 One (1) University Student Union professional staff representative
 - 5.1.1.6 One (1) University Student Life and Leadership staff representative
 - 5.1.1.7 One (1) University Housing Staff Representative
 - 5.1.1.8 One (1) Campus Recreation Staff Representative
 - 5.1.2 Advisors:
 - 5.1.2.1 Two (2) ASI professional staff as designated by the ASI Executive Director
 - 5.1.3 Officers:
 - 5.1.3.1 The Chair of the Committee shall be the ASI President
 - 5.1.3.2 The Vice Chair of the Committee shall be elected from the voting membership of the Committee
- 5.2 The Awards Committee Duties and Responsibilities:
 - 5.2.1 The Chair works with advisors to send to all recognized student organizations and ASI Board of Directors a letter of notification outlining award categories, the time and place the awards are to be presented, and a nomination form(s) for those to place nominations, unless otherwise stipulated in this code.
 - 5.2.2 Student organization nominees shall be verified by University Student Life and

Leadership to be in good standing academically and with no disciplinary action that would disqualify the person as a student at the University.

- 6.2.3 The committee shall take all nominations in consideration and shall make all final decisions regarding awards for the Tuback Leadership Awards Night.
- 6.2.4 Assist with the implementation and execution of ASI Tuback Leadership Awards Night (TLAN).
- 6.2.5 Awards shall be given with the utmost objectivity and fairness without regard to race, color, religion, sex, gender, age, national origin, ancestry, physical or mental disability, sexual orientation, marital status, veteran status, military status, political affiliation, or marital condition or other category protected by federal, state and local law.
- 6.2.6 All awards, titles, descriptions, and criteria shall be noted in a packet dispersed among members of the Awards Committee and others as necessary.

SECTION 4: SUSTAINABILITY PROJECTS COMMITTEE

- 6.1 The Sustainability Projects Committee shall consist of the following members:
 - 6.1.1 Voting Members:
 - 6.1.1.1 ASI Student At Large Representative for Sustainability *or* ASI Board of Directors member, as designated by the ASI President.
 - 6.1.1.2 Two (2) CSUSM students at large not affiliated with ASI as designated by the ASI President.
 - 6.1.1.3 One (1) student representative selected from Environmental Studies Department.
 - 6.1.1.4 One ASI Board of Directors member, as designated by the Chair and Chief of Staff.
 - 6.1.2 Advisors:
 - 6.1.2.1 Sustainability Manager or designee, Office of Safety, Risk, and Sustainability.
 - 6.1.2.2 One (1) ASI professional staff as designated by the ASI Executive Director.
 - 6.1.3 Standing Representatives:
 - 6.1.3.1 One (1) staff member, Facility Services *or* Planning, Design, & Construction.
 - 6.1.3.2 One (1) staff member, Energy Management & Utility Services.
 - 6.1.3.3 One (1) staff member, Planning, Design, & Construction.
 - 6.1.4 Officers:
 - 6.1.4.1 The Chair of the Committee shall be the Student At Large Representative for Sustainability. In the event that there is no Student At Large Representative for Sustainability currently holding said office, the Chair of the Committee shall be appointed by the ASI *President/Chief of Operations*.
 - 6.1.4.2 The Vice Chair of the Committee shall be selected by the members entitled to vote on the Committee.
- 6.2 Sustainability Projects Committee Duties and Responsibilities:
 - 6.2.1 Determine goals for the allocation of funds.
 - 6.2.2 Review project applications and determine allocation of funds.
 - 6.2.3 Report on projects involving funds.
 - 6.2.4 Establish timeline of review process.
 - 6.2.5 Determine if potential projects meet the requirements and goals of the Committee.

- 6.2.6 Report approved projects to the ASI Board of Directors.
- 6.2.7 Submit approved projects to the ASI Executive Director for final approval.

SECTION 7: JOINT AUDIT COMMITTEE

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

7.1 Joint Audit Committee Delegation of Authority and Responsibility

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

- Review and assess the adequacy of the JAC charge statement and recommend changes to the respective Boards for joint approval.
- Participate in the selection or discharge of the external auditor.
- Review policies and procedures as needed for the purpose of ensuring the adequacy of internal controls and financial reporting procedures.
- Review the annual audited financial statements with the independent audit firm, including any issues encountered in conducting the audit and make a recommendation to the respective Boards.
- Review the annual exempt organization returns (990 Form 990B007), prepared by the independent audit firm in conjunction with the annual financial audit, and make recommendations to the respective Boards.
- Review and discuss any management letter or any communication letters provided by the outside auditor and responses provided by management.
- Report to the respective auxiliary Boards and make recommendations to the Boards periodically on matters within the Charge Statement.
- Call closed meetings to discuss with independent audit firm representatives or any member of management of the participating organizations as may be required under circumstances within the Charge Statement.
- Report to any or all of the respective Boards as circumstances may require, such matters as conflict of interest, private placement or other issuer transactions, the use of the organization's funds for illegal payments, and any other questionable practices that may come to the attention of JAC.
- Inform the respective Boards of developments in accounting principles that will affect the students, as well as relevant rulings by the IRS and other regulatory bodies.

7.2 Joint Audit Committee Membership

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

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

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

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

7.3 Joint Audit Committee Meetings

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

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

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

ARTICLE 4: OATH OF OFFICE

SECTION 1: APPLICATION

The Oath of Office of ASI shall be affirmed by all new Associated Students, Inc. elected and appointed officials.

SECTION 2: OATH OF OFFICE

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

SECTION 3: ADMINISTRATION

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

ARTICLE 2: RATIFICATION AND AMENDMENT OF BYLAWS

SECTION 1: AMENDMENT OF BYLAWS BY ASI BOARD OF DIRECTORS

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

SECTION 2: PETITION TO AMEND BYLAWS BY MEMBERS

If a proposed amendment to the Bylaws is proposed by a member of the ASI, a petition shall contain a statement of purpose and be signed by not less than ten percent (10%) of the members of ASI. The petition must contain a printed name, signature, and student identification number of each petitioner. The petition shall be accepted upon the certification of status of the petitioners as members of the ASI by impartial University personnel. The ASI Board of Directors shall, within a reasonable time of fifty (50 – 60) days, convene and call for an election for the purposes of considering the proposed amendment specified by the petition. Amendments to these Bylaws

shall be nullified by the affirmative vote of a majority (50% + 1) of those votes cast in an election open to the membership of ASI.

ARTICLE 2: ELECTIONS

SECTION 1: GENERAL ELECTION

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

SECTION 2: SPECIAL ELECTION

An election called to determine special issues, including but not limited to fee referendum, recall elections, amendments to Bylaws, or to fill a vacancy of office. A special election may be called at the discretion of the ASI Board of Directors.

SECTION 3: RUN-OFF ELECTIONS

Follows a general or special election when a (equal vote) exists between candidates, or a tie regarding special issues. Run-off elections shall be held the second or third week after a general or special election.

SECTION 4: ELECTIONS REGULATIONS

The Elections Committee is governed by the *ASI Elections Code Book*, to establish the approved ASI Bylaws and approved *ASI regulations and codes*. The ASI Elections Committee has authority to oversee the *ASI Elections and complaint* process. Specifics regarding the *ASI Elections* are stated in *ASI Election Guidelines and rules*.

SECTION 5: COLLEGE REPRESENTATION

Candidates for college-specific seats must have a declared major appropriate to that college as defined by the University at the time of submitting their election packet. In the event that a college representative of the ASI Board of Directors change their major outside of the representing college, they shall no longer serve their term as a member of the ASI Board of Directors and shall resign. The Student Representative-at-Large positions may be filled by any active member pending eligibility requirements as stated in *ARTICLE 3(a)*, Section 1.

ARTICLE 2: REFERENDUM

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

ARTICLE 2: RECALL AND REMOVAL OF BOARD MEMBERS

SECTION 1: RECALL

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

SECTION 2: RECALL PETITION CONTENTS

A recall petition shall contain a statement of reason(s) for seeking the recall of a member of the ASI Board of Directors. The petition must contain a printed name, signature, and student identification number of each petitioner. The petition will be accepted upon the certification that

the petitioners are valid students and in good standing at California State University San Marcos as determined by Imperial University personnel.

SECTION 5: RECALL ELECTION

A recall election shall be held not less than thirty (30) or more than sixty (60) calendar days after the filing of the petition. Shall the period fall within thirty (30) days of the last day of the semester, then the vote shall take place the following semester, following reaffirmation of the recall by the ASI Board of Directors.

SECTION 6: NOTIFICATION

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

SECTION 8: BALLOTS

Ballots for a recall election shall list each name separately.

SECTION 9: VOYSE

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

SECTION 7: VACANCY

In the event an ASI Board of Directors member is removed from office through a recall election, ARTICLE 13, Section 4 of these Bylaws shall be followed to fill the vacancy.

SECTION 8: REMOVAL BY BOARD OF DIRECTORS

The ASI Board of Directors shall have the authority to remove a member for cause provided Part 8.1. The cause is specified in these Bylaws and was in effect at the beginning of the member's term of office.

8.2 The cause is related to the eligibility requirements of the member to continue in office, breach of duties and responsibilities outlined in these Bylaws or the ASI Code of Governance Code of Conduct, breach of any scholarly duty, or failure to comply with any agreed policies (i.e. attendance policy). Members removed for failure to meet eligibility requirements in ARTICLE 13, Section 1 will be removed administratively and will not be subject to the removal process outlined in Section 8.3.

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

8.3.1 The allegations against a member of the ASI Board of Directors to the ASI President and/or ASI Executive Director.

8.3.2 The accused member shall receive written notice of the special hearing of the ASI Internal Operations Committee at least seven (7) business days prior to the date set for the hearing. The notice of the hearing shall include an outline of the allegations against the member excluding the name of the initiator.

8.3.3 The special hearing of the ASI Internal Operations Committee shall be conducted in open session and is subject to and must comply with the Open Meeting Act of 2000 set out in the Education Code section 86305 et seq.

8.3.4 The findings and any recommendations of the ASI Internal Operations Committee shall be presented in writing to the ASI Board of Directors for approval with a copy to the accused member.

8.3.5 The ASI Board of Directors may remove a member as provided in these ASI Bylaws with the approval of two-thirds (2/3) of the ASI Board of Directors at a regular or special meeting.

8.3.6 The accused member may present their case before the ASI Board of Directors, either orally or in written form.

8.3.7 The decision by the ASI Board of Directors to remove a member is final.

ARTICLE 25: ASI EMPLOYEES AND FACILITIES

SECTION 1: BASIS

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

SECTION 2: PROVISIONS

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

SECTION 3: EXECUTIVE DIRECTOR

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

ARTICLE 26: AUDIT

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

ARTICLE 27: MISCELLANEOUS PROVISIONS

SECTION 1: CORPORATE REQUIREMENTS

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

SECTION 2: CORPORATE AFFILIATIONS

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

SECTION 3: OTHER OPERATING REQUIREMENTS

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

ARTICLE 28: OVERSIGHT BY THE CSUSM PRESIDENT

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

ARTICLE 29: DISSOLUTION

Upon dissolution of this corporation, net assets other than trust funds shall be distributed to a successor approved by the President of the campus and by the Chancellor. If, upon dissolution,

this corporation holds any assets in trust, such assets shall be disposed of in such a manner as may be decided by decree of the Superior Court of the county in which this corporation's principal office is located upon petition therefor by the Attorney General or by any person concerned in the litigation. In no event shall any assets be distributed to any member, director, or officer of this corporation.

CERTIFICATION

I certify that on the _____ day of _____, 2010, the Board of Directors of the Associated Students, Inc. of California State University San Marcos adopted the above amended Bylaws with the written concurrence of the University President.

[Date]

[Full Name], Secretary