WHEREAS: The Associated Students Inc. at California State University, Bakersfield’s Bylaws need to be constantly reviewed and revised to reflect the changing needs and interests of the students; AND

WHEREAS: The changes made will reflect the ASI elections; AND

WHEREAS: the ASI By-Laws must remain current to reflect the governance of the organization and its relationship to the University; THEREFORE LET IT BE

RESOLVED: The ASI Board of Directors approves the changes to the ASI Bylaws.

Approved by the Board 5/3/2013

Approved by:

Sahro Nur, Executive Vice President                  Hernan Hernandez, President
Associated Students, Inc.
California State University, Bakersfield
Bylaws

ARTICLE I. STUDENT BILL OF RIGHTS

All California State University, Bakersfield students have the following responsibilities:

1. To be familiar with and abide by all policies, rules, and regulations pertaining to student conduct.
2. To work to the best of their abilities in all academic and co-curricular pursuits.
3. To hold themselves to the highest standards of conduct and demeanor.
4. To regularly attend class which contributes to the maintenance of an environment that is conducive to learning.

All California State University, Bakersfield students have the following rights:

1. To vote in all ASI sponsored elections.
2. To be free from discrimination based on race, sex, color, age, religion, national origin, marital status, sexual orientation, physical or mental handicap, ancestry or medical condition.
3. Of free speech, assembly, press and religion.
4. To hold office pursuant to specific qualifications.
5. To present legitimate concerns before the Board.
6. To not be deprived of any liberties without due process.
7. To petition the Board for student funds.
8. To public information.
9. To attend any ASI sponsored activity.
10. To participate in the University’s shared governance process.
11. To retain rights not enumerated.

ARTICLE II. MISSION STATEMENT

The mission statement shall be the guidance of this Corporation’s aims, plans, and reasons for existence in all corporate decisions. It is stated as follows:

The Associated Students, Inc. (ASI) of California State University, Bakersfield exists to provide an official voice through which students' opinions and issues may be expressed regarding university and statewide affairs. ASI seeks to assist in the protection of the
rights and interests of individual students and the student body as a whole. ASI provides resources and programs that encourage leadership development and broaden social, educational, political and cultural awareness for the betterment of the students.

ARTICLE III. GENERAL CORPORATE PROVISIONS

SECTION 1. NAME

The name of the corporation is:

ASSOCIATED STUDENTS CALIFORNIA STATE UNIVERSITY, BAKERSFIED, INCORPORATED

And shall be referred to throughout these Bylaws as “ASI” or the “Corporation.” For non-official material and correspondence “Associated Students, Inc.” may be substituted for the official corporate name.

SECTION 2. NONPROFIT NATURE OF THE CORPORATION

The Corporation is a non-profit public benefit corporation that is organized and operated pursuant to the California Nonprofit Public Benefit Corporation Law.

SECTION 3. PURPOSES AND OBJECTIVES

The Corporation is a “student body organization” and an “auxiliary organization” as defined in the California Education Code. The Corporation is organized and operated solely for the benefit of California State University, Bakersfield pursuant to the provisions of the California Education Code and regulations adopted by the Trustees of the California State University (“Trustees”) contained in the California Code of Regulations, Title 5.

SECTION 4. CAMPUS OVERSIGHT OF AUXILIARY ORGANIZATIONS

4.1 Campus auxiliary organizations are California nonprofit corporations which are legally separate entities and are organized and operated solely for the benefit of the campus. The separate legal status of auxiliary organizations enables strategies that are important to the campus educational mission and provides capabilities essential to a comprehensive university.
4.2 Campus auxiliary organizations shall not operate outside the regulation and oversight of the campus.

4.3 The campus president is responsible and accountable for prudent judgment in the utilization of campus auxiliary organizations, for ensuring the fiscal viability of campus auxiliary organizations, and for compliance with applicable CSU policies.

4.4 The campus chief financial officer (CFO) shall be the primary responsible campus official in respect to administrative compliance and fiscal oversight of campus auxiliary organizations.

4.5 ASI, as an auxiliary organization, recognizes it is an integral part of the University and is subject to the oversight of the University.

SECTION 5. NONPARTISAN ACTIVITIES

ASI is organized for charitable purposes within the meaning of sections 501(c)3 of the Internal Revenue Code. No substantial part of the activities of this Corporation shall consist of carrying on propaganda, or otherwise attempting to intervene in any political campaign, including the publishing or distribution of statements on behalf of any candidate for public office.

SECTION 6. PRINCIPLE PLACE OF BUSINESS

The principle place of business for the transaction of business of this Corporation shall be:

California State University, Bakersfield
9001 Stockdale Highway, SU 43
Bakersfield, California 93311-1099

ARTICLE IV. MEMBERSHIP

SECTION 1. MEMBERS

1.1 All students registered at California State University, Bakersfield who have paid the student body fee shall be student members of the Association.

1.2 All student members shall hold equal voting rights in campus-wide elections.

1.3 Student members of the Association shall have all rights and responsibilities as granted by the Associated Students Bylaws.
1.4 There are no members of the Association as that term is defined in the California Corporations Code section 5056, or any successor thereto.
1.5 Any action that would otherwise require approval by a majority of all members, as that term is defined in the California Corporations Code, shall only require approval by the Board of Directors.

ARTICLE V. ELIGIBILITY

SECTION 1. ELIGIBILITY REQUIREMENTS – ELECTED AND APPOINTED

Students must meet the following requirements in order to maintain eligibility for elected offices, appointed offices, and the Board of Directors:

1.1 Shall be an active member of the Corporation.
1.2 Shall be in good standing with the University.
1.3 Shall not be on any type of probation with the University.
1.4 Shall earn at least a 2.0 term grade point average and maintain a CSUB cumulative 2.5 grade point average while in office.
1.5 Undergraduate students must earn 9 quarter units of credit per term while holding office. Graduate and credential students must earn 4 quarter units of credit per term while holding office.
1.6 Undergraduate students are allowed to earn a maximum of 225 quarter units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 75 quarter units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units will no longer be eligible for major student government office.
1.7 Employees of ASI shall not hold office within ASI. Employees of ASI shall be defined as the Executive Director, Office Manager, Student Assistant, or any individual who has paid employment on behalf of ASI.

SECTION 2. ELIGIBILITY REQUIREMENTS – CANDIDATES
2.1 Shall be an active member of the Corporation
2.2 Shall be in good standing with the University
2.3 Shall not be on any type of probation with the University
2.4 Undergraduate, graduate, and incumbent students shall have an overall CSUB cumulative grade point average of at least 2.5 (met during the quarter prior to the election) to be eligible for office
2.5 Undergraduate candidates must maintain 9 quarter units per term while running for office. Graduate and credential student candidates must maintain 4 quarter units per term while running for office.
2.6 Undergraduate candidates for office must have been enrolled on the campus and have completed at least one semester or two quarters prior to the election, earning a minimum of 6 semester (9 quarter) units during that year. Graduate and credential candidates must be currently enrolled on the campus in a minimum of 3 semester (4 quarter) units per term to be eligible.

SECTION 3. VERIFICATION

Any student elected or appointed for office and/or the Board of Directors must have their eligibility verified before officially taking office. All matters involving verification of a student’s academic eligibility to serve shall be submitted to the Executive Director of ASI for final determination. Academic eligibility shall be verified after each academic term.

SECTION 4. SIGNATURE FORMS

Any students elected or appointed to an office or Board of Directors are required to sign and abide by the Acknowledgment of Responsibilities, the Conflict of Interest Policy, the Code of Ethics and Values, and the Commitment to the Organization Agreement. The Executive Director shall have official responsibility of these documents and the ASI office shall maintain on file a current copy of each student voting members’ signed agreement.

ARTICLE VI. GOVERNANCE
SECTION 1. STUDENT BODY ORGANIZATION STATUS

ASI has been formed and operates as a student body organization pursuant to the California Education Code § 89300 et seq., and is subject to the regulations of the State of California, the Trustees of the California State University and University policies.

SECTION 2. POWERS AND AUTHORITY

The corporate powers, business, and affairs of the Corporation shall be exercised, controlled, and conducted by the Board of Directors and ASI Executive Officers. The Board may delegate the management of the day to day activities of the corporation to the management staff of the Corporation.

SECTION 3. DUTIES AND RESPONSIBILITIES

All duties and responsibilities of the Board of Directors and Executive Officers shall be delineated in these Bylaws and Corporate Policies.

ARTICLE VII. BOARD OF DIRECTORS

SECTION 1. COMPOSITION

The ASI Board of Directors shall be composed of the following members:

1.1 President
1.2 Executive Vice President
1.3 Vice President of External Affairs
1.4 Vice President of Finance
1.5 Vice President of Programming
1.6 Two School of Natural Sciences and Mathematics and Engineering Directors
1.7 Two School of Arts and Humanities Directors
1.8 Two School of Business and Public Administration Directors
1.9 Two School of Social Sciences and Education Directors
1.10 Two General Studies Directors
1.11 Four Lower Division Directors (2013)
1.12 Five Upper Division Directors (2013)
1.13 Two Graduate Directors (2013)
1.14 Two Residential Life Directors
1.15 Antelope Valley Director

SECTION 2. APPORTIONMENT

One director per every 700 students in their respective (Lower Division, Upper Division and Graduate) levels. Any partial amount of students in their respective levels which surpasses the minimum of 700 students, but does not total an additional 700 students, shall not have an additional director. The number of eligible directors will be determined by the fall enrollment of the academic year of election.

SECTION 3. VOTING

3.1 Board members shall be entitled to one vote.
3.2 Board members shall not be allowed to vote by proxy.
3.3 Voting by secret ballot is not permitted.

SECTION 4. TERM OF OFFICE

All members of the Board:

4.1 Shall serve a one-year term beginning on the first Tuesday after the Spring Quarter final exams have concluded.
4.2 Who are appointed during the year to fill a vacancy shall assume their office immediately and will conclude on the first Tuesday after the Spring Quarter final exams have concluded.
4.3 No member shall service more than two (2) consecutive terms in any single elected or appointed position and no more than a total of six years of elected or appointed service within ASI.
4.4 No member shall hold more than one elected or appointed position within ASI simultaneously. Membership on a committee is not considered holding office.
4.5 Term of office shall expire immediately upon a determination by the Board or the University that the Director has failed to meet any qualification set forth in these Bylaws.

SECTION 5. REMOVAL FROM OFFICE

A member of the Board may be removed from office:
5.1 Pursuant to the non-fulfillment of requirements in the ASI Board Attendance Policy.
5.2 For significant examples of malfeasance or nonfeasance as approved by a two-thirds vote of the members of the board.
5.3 If the Board member fails to meet eligibility requirements.
5.4 By recall of a petition signed by 10% of the members of that director’s school, class level, or constituency.
   5.4.1 A special election shall be called within fifteen legal days
   5.4.2 An approved two-thirds vote shall be sufficient to recall.

SECTION 6. FILLING OF VACANCIES

Any vacancy (following the annual election and throughout the year) in an elected or appointed position on the ASI Board shall be filled by appointment pursuant to the ASI Appointment Policy.

SECTION 7. RESIGNATIONS

Any director may resign by giving written notice to the Chair of the Board or the ASI President. The resignation shall be effective immediately, unless the notice specifies a later time for the effectiveness of such resignation.

SECTION 8. MEETINGS

8.1 Meetings of the organization shall be pursuant to the Gloria Romero Open Meeting Act of 2000 (California Education Code § 89305 et seq.).
8.2 Meeting is defined as any congregation of a majority of the voting members at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the Board.
8.3 The Board must annually establish the date, time and location for holding regular meetings at the first Board meeting of the academic year.
8.4 Hold a minimum of five (5) regular meetings per quarter throughout the academic year.
8.5 The Board shall not hold a regular meeting during finals weeks.
8.6 Open Meetings
   8.6.1 All meetings of the Associated Students shall be open and public.
8.6.2 All persons shall be permitted to attend any meeting of the Board or sub-committee.

8.7 Teleconference
8.7.1 Teleconference shall be defined as a meeting of the Board of which members are in different locations, connected by electronic means, through audio, video, or both.
8.7.2 The Board or sub-committees may use teleconferencing in connection with any meeting.

8.8 Public Posting
8.7.1 At least 72 hours before a regular meeting the Board or sub-committee shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public.
8.7.1 No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that a member of the Board may briefly respond to statements or questions posed by a person exercising his or her public testimony rights during Open Forum.
8.7.2 The Board or sub-committee may take action on business items that do not appear on the posted agenda, but are publicly identified under any of the following conditions:
8.7.2.1 Upon determination, pursuant to Special Meeting requirement, that an emergency situation exists (Refer to Education Code §89306.5 for definition of “emergency situation.”)
8.7.2.2 Upon determination by a two-thirds vote of the Board members present at the meeting, or if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the Board after the agenda was officially posted. The reason for immediate action must be cited and noted for the minutes.
8.7.2.3 The item was posed as required for a prior Board meeting occurring not more than five calendar days prior to the present meeting.

8.8 Special Meetings
8.8.1 Special Meetings of the Board or sub-committee may be called by the President, Chair of the Board, or upon recorded request of the majority of the members of the Board.

8.8.2 Special Meetings shall be called in accordance of the provisions of the Education Code § 89306.5.

8.9 Quorum
8.9.1 A majority of the members of the Board or sub-committee shall constitute quorum.
8.9.2 A majority of members shall be necessary for the transaction of business or action on motions.
8.9.3 For the purposes of quorum, a Director is not considered to be present, and not counted in quorum, if the Director disqualifies himself/herself from discussing or voting on a matter before the Board due to a conflict of interest.

8.10 Parliamentary Authority
All meetings of this corporation shall be conducted according to Robert’s Rules of Order, Revised, latest edition, unless otherwise state in these Bylaws. Said Bylaws shall not be suspended at anytime.

SECTION 9. AUTHORITY AND RESPONSIBILITY OF THE BOARD OF DIRECTORS

9.1 The ASI Board of Directors shall be empowered to determine goals, polices, and governing practices of the Corporation.
9.2 To amend the Corporation’s Bylaws as may be necessary to carry out the intent of the Articles of Incorporation, Mission Statement, or the vision of the University (2/3 majority vote required).
9.3 Create, adopt, or revise codes that carry out the intent of these Bylaws with specific rules and policies that govern the Corporation (2/3 majority vote required).
9.4 To amend the Corporation’s Articles of Incorporation.
9.5 To govern the operation of the Corporation through approved polices, consistent with the Articles of Incorporation, Bylaws, University and CSU policies, and applicable laws and regulations.
9.6 To pass resolutions by a majority vote of the Board, unless otherwise stipulated.
9.7 Approve funding requests over $1,000 if approved by the Finance Committee.
9.8 Approve all allocations from the General Unallocated line item.
9.9 Choose to authorize any officer, agent or director to enter into any contract or execute any instrument in the name of, and on behalf of ASI.

9.10 Delegate the day-to-day management of the activities of the Corporation to the Executive Director and Staff.

9.11 To keep a complete record of minutes from all meetings.

9.12 To approve an annual budget for the Corporation to be presented to the President of the University for final approval.

9.13 Approve Presidential appointments pursuant to the Appointment Policy.

9.14 Approve an annual audit performed by a firm of certified public accountants.

9.15 Grant leaves of absences to Directors:
   9.15.1 By a majority vote
   9.15.2 For illness
   9.15.3 Bereavement
   9.15.4 Official ASI or University business
   9.15.5 For up to three (3) weeks
   9.15.6 No more than one (1) granted per year
   9.15.7 If leave is granted, the Director shall not have voting privileges.

9.16 Abstain from the consumption of intoxicating substances during ASI functions.

9.17 Review, establish, or adjust any compensation for Board members or Executive Officers pursuant to a two-thirds (2/3) majority vote.

9.18 Hear reports from Officers and Sub-Committees, and any others they deem necessary.

9.19 Abide by all corporate governing documents and policies, including the Code of Ethics and Values and the Commitment to the Organization.

ARTICLE VIII  ADMINISTRATIVE AND ADVISORY LIAISONS

SECTION 1.  COMPOSITION

1.1 Executive Director
1.2 University President or designee
1.3 Student Union and Organizational Governance Liaison
1.4 Campus Programs Liaison
1.5 Academic Senate Liaison
1.6 Alumni Association Liaison
SECTION 2. RESPONSIBILITY

The Administrative and Advisory liaisons are responsible for the advisement of the Board of Directors on issues either before the board, or that may be of interest to the board.

ARTICLE IX OFFICERS

SECTION 1. DUTIES

1.1 The ASI Officers shall be empowered to administer and execute the policies, procedures, Bylaws, and Codes and any other direction set forth by the Board of Directors.

1.2 All Officers shall have the right to vote on the Board of Directors, excluding the Executive Director, who serves as the Chief Administrative Officer/Secretary of the Corporation.

1.3 Work during Summer session/Winter break, unless otherwise approved by the Board.

1.4 Assume personal responsibility for all ASI property that occupies their office space (i.e. computer, desk, chair) with the President being responsible for all other ASI property (i.e. front office furniture, computers).

1.5 Approve, with a two-third vote, the president's nominations to standing and ad-hoc committees (including students-at-large).

1.6 The Officers shall have individual powers and authority in order to maintain the operations of the Corporation on behalf of the Board of Directors.

SECTION 2. PRESIDENT

The President:

2.1 Serves as the Chief Executive Officer of ASI.

2.2 Acts as the official representative and spokesperson for ASI.

2.3 Ensures the overall effectiveness of the ASI in making progress towards goals.
2.4 Oversees the ASI Board evaluation and assessment processes.
2.5 Makes appointments necessary to fill vacancies to the Board, standing committees, ad-hoc committees and campus committees pursuant to the Appointment Policy.
2.6 Has the authority to sit on all ASI committees as an ex-officio member
2.7 Submits ASI goals and objectives to the student body during the Fall Quarter after consultation with the ASI Board of Directors.
2.8 Submit a midyear review of the ASI goals to the student body.
2.9 Meets with a minimum of 10 student organizations throughout their term in office.
2.10 Serves as a voting member of the Student Union Board.
2.11 Serves as a voting member of the Foundation Board.
2.12 Serves as a voting member of the Academic Senate.
2.13 Serves as a voting member of the Strategic Planning and Budget Advisory Council.
2.14 Serves as a voting member of the Campus Fee Advisory Committee.
2.15 Serves as a member of the University Council Committee.
2.16 Chairs the Instructionally Related Activities Committee.
2.17 Chairs the ASI Executive Committee/Management meetings.
2.18 Member of the ASI Audit Committee.
2.19 Meets regularly with the University Vice President for Student Affairs and other Administration members.
2.20 Attends the week-long Panetta Institute in June.
2.21 Reviews, signs and ensures the execution of all business adopted by the Board of Directors.
2.22 Collaborates with Executive Director on ASI program management.
2.23 Collaborates with Executive Director on the day to day operations of the corporation.
2.24 Determines Board member of the month awards.
2.25 Attends all leadership retreats including Officer training, retreats, and Board orientation.
2.26 Maintains ten office hours per week.

SECTION 3. EXECUTIVE VICE PRESIDENT

The Executive Vice President:

3.1 Serves as the Chief Operations Officer (second highest ranking) for ASI.
3.2 Assumes the position of President in the event the President is absent or disabled for five (5) consecutive legal days or longer.

3.3 Chairs the Internal Affairs Committee.

3.4 Serves as an ex-officio member of all ASI committees.

3.5 Reviews and recommends policy pertinent to the Association’s organizational structure (i.e. Articles of Incorporation, Bylaws, Codes).

3.6 Oversee the assignment and logistics of campus committees to Board members.

3.7 Oversee attendance of Board members to campus committee.

3.8 Organize and oversee an orientation for new ASI leaders.

3.9 Record and maintain accurate log of (un)excused absences of voting members of the Board of Directors and committees.

3.10 Supervise all Board Members/Students-at-Large and enforce accountability requirements for all Board responsibilities.

3.11 Assist in conducting campus investigations and student concerns that relate to academics.

3.12 Maintain a recent copy of the governing documents and a current member list incorporating Board member’s addresses, phone numbers, ASI committee and campus committee memberships.

3.13 Maintain a permanent archive of all minutes, agendas and proposals.

3.14 Suggest enhancements on existing ASI sponsored services.

3.15 Assist in conducting campus investigations and student concerns that relate to academics.

3.16 Establishes annual goals and responsibilities of Internal Committee.

3.17 Conducts assessment of committee goals/activities.

3.18 Determines agenda for ASI Board meetings.

3.19 Files adopted legislation with the Executive Director.

3.20 Sits on various Campus Committees, i.e. Academic Senate sub-committee.

3.21 Collaborates with the Executive Director on all ASI governing documents and policies.

3.22 Oversee ASI LED sign postings.

3.23 Conduct student surveys for use in assessment.

3.24 Attend all leadership retreats including executive Officer training, retreats, and Board orientation.

3.25 Maintains ten office hours per week.

3.26 Abides by the Internal Affairs Code.

SECTION 4. VICE PRESIDENT OF EXTERNAL AFFAIRS
The Vice President of External Affairs:

4.1 Serves as the Chief Legislative Officer (third highest ranking) for ASI.
4.2 Chairs the External Affairs Committee.
4.3 Establish annual goals and responsibilities of the External Affairs Committee.
4.4 Conducts assessment of committee goals/activities.
4.5 Serves as the official representative from ASI in all matters involving local, statewide and federal legislation.
4.6 Shall represent CSUB and ASI at California State Student Association meetings and functions.
4.7 Abides by the CSSA Travel Policy.
4.8 Supervise all student-lobbying efforts, and legislative visits.
4.9 Organize voter registration campaigns.
4.10 Report to the Board of Directors on local, state, and federal legislative issues and policies that affect CSUB students.
4.11 Examine and explore campus-based issues not related to academics.
4.12 Provides educational opportunities for students with regard to legislative issues.
4.13 Conduct student surveys for use in assessment.
4.14 Attend all leadership retreats including executive Officer training, retreats, and Board orientation.
4.15 Maintains ten office hours per week.
4.16 Abides by the External Affairs Code.

SECTION 5. VICE PRESIDENT OF FINANCE

The Vice President of Finance:

5.1 Serves as the Chief Financial Officer and Treasurer (fourth highest ranking) for ASI.
5.2 Chairs the Finance Committee.
5.3 Establish annual goals and responsibilities of the Finance Committee.
5.4 Conducts assessment of committee goals/activities.
5.5 Approves all expenditures from the ASI budget.
5.6 Prepare a quarterly financial report for the Board of Directors.
5.7 Ensure a timely and accurate annual audit performed by a firm of certified public accountants.
5.8 Is a member of the ASI Audit Committee.
5.9 Require a detailed financial report from any division, club or activity of ASI.
5.10 Propose an annual fiscal budget to the Board.
5.11 Abide by the Club Funding Guidelines.
5.12 Monitor the manner in which ASI funds are spent by clubs.
5.13 Assist clubs in funding jointly sponsored activities.
5.14 Prepares funding requests and resolutions for consideration of the Finance Committee.
5.15 Communicates with all clubs regarding funding requests.
5.16 Accurately logs and maintains list of funding approved by the Finance Committee.
5.17 In collaboration with the Executive Director monitors and recommends changes to Finance Codes and Guidelines.
5.18 Conducts quarterly funding workshops.
5.19 Maintains records/history for assessment.
5.20 Conduct student surveys as needed.
5.21 In collaboration with the Executive Director, puts forth the annual ASI budget for approval.
5.22 Attend all leadership retreats including executive Officer training, retreats, and Board orientation.
5.23 Maintains ten office hours per week.
5.24 Abides by the Finance Code.

SECTION 6. VICE PRESIDENT OF PROGRAMMING & PUBLICITY

The Vice President of Programming & Publicity:

6.1 Shall serve as Chief Marketing Officer (fifth highest ranking) for ASI.
6.2 Chairs the Programming Committee.
6.3 Establish annual goals and responsibilities of the Programming Committee.
6.4 Conducts assessment of committee goals/activities.
6.5 Is a member of the Campus Programs Committee.
6.6 Represents ASI with Campus Programs to propose diversified, cultural and educational events, which recognize the interests and needs of all members of the student body.
6.7 Update the Board on Campus Programs recommendations.
6.8 Coordinate ASI involvement in Campus Programs to further the goals and programs set by the committee.
6.9 Initiate activities that involve the local community.
6.10 Publicize all ASI-related services to CSUB students.
6.11 Publicize all Campus Programs events and activities to students.
6.12 Responsible for the oversight and maintenance of the ASI Social Media outlets.
6.13 Responsible for posting of event photos on ASI Website.
6.14 Develop student surveys to assess student programming needs.
6.15 Work collaboratively with other clubs, organizations and departments to achieve an increase in student life.
6.16 Serve as a voting member of the Student Union Governing Board.
6.17 Attend all leadership retreats including executive Officer training, retreats, and Board orientation.
6.18 Maintains ten office hours per week.
6.19 Abides by the Programming Code.

SECTION 7. EXECUTIVE DIRECTOR

The Executive Director:

7.1 Shall serve as the Chief Administrative Officer and Secretary of the Corporation.
7.2. Shall support the Officers and the Board in fulfilling their duties, responsibilities, and goals of the Corporation.
7.3 In cooperation with the Board, serves as the University Administrator in charge, responsible for the financial, legal, and administrative management of the Corporation.
7.4 The Executive Director serves as a member of the Student Affairs management team and reports directly to the Vice President for Student Affairs.

SECTION 8. CHAIR OF THE BOARD

The ASI Chair of the Board:

8.1 Shall be selected from among all members of the Board.
8.2 Shall assume the position upon appointment by the President and approved by a two-thirds vote of the Board.
8.3 Shall conduct Board meetings in an objective manner that preserves decorum, facilitates the conducting of business, and ensures fair and adequate debate in accordance with Robert’s Rules of Order.
8.4 Shall be familiar with Parliamentary Procedure.
ARTICLE XI  COMMITTEES

SECTION 1.  STANDING

1.1 Standing Committees shall consist of Internal Affairs, External Affairs, Finance, Programming, and Executive Officers.

1.2 Standing Committees shall follow the procedures and policies prescribed by their codes.

1.3 Standing and ad-hoc committee members (including students-at-large) shall be approved by a two-third vote of the Executive Committee.

SECTION 2.  EXECUTIVE

2.1 The Executive Committee shall consist of the President, Executive Vice President, Vice President of External Affairs, Vice President of Finance, and Vice President of Programming and Publicity.

2.2 The Executive Committee shall meet regularly with the Executive Director to discuss the operations and programs of the corporation.

2.3 The Executive Committee shall act on behalf of the Board of Directors during summer and winter break periods.

2.3.1 The Executive Committee may not adopt or amend the corporate Bylaws or make appointments to the Board during periods when they are acting on behalf of the Board.

2.3.2 When action is taken by the Executive Committee, minutes explaining the action will be posted to all members of the Board of Directors.

ARTICLE XII  OATH OF OFFICE

SECTION 1.  ELECTED MEMBERS

The oath of office of the Corporation shall be affirmed by all new Associated Students, Inc. elected members. The oath of office shall be a statement to defend the actions of the Corporation, support its governing documents, and execute the duties of the office.

SECTION 2.  OATH

"I, (name), as duly elected, or appointed, member of the CSUB ASI, shall to the best of my ability fulfill the duties of my office as provided by the ASI
Bylaws. I will uphold this representative government, maintain academic freedom and defend student rights. I will continue to enhance my leadership qualities, scholastic standards and work to improve the university, so help me God."

SECTION 3. ADMINISTRATION OF OATH

The Oath shall be administered to the succeeding ASI President by the retiring ASI President, or designee. After the new ASI President is sworn in, he/she shall then administer the Oath to the newly elected Board members. Board members that are appointed following the annual election shall be sworn in at the Board meeting in which they are appointed.

ARTICLE X. EMPLOYEES

SECTION 1. GENERAL

The Officers and Board of Directors will be assisted in their duties and responsibilities by staff, including the Executive Director. Staff and programs may be established upon the needs of the Corporation.

SECTION 2. PROVISIONS

2.1 Staff members of the Corporation are State employees under the Division of Student Affairs.

2.2 Salaries, working conditions, and benefits are set in accordance with University Human Resources requirements.

2.3 The Executive Director has oversight responsibilities of all staff.

ARTICLE XI. FINANCE AND AUDIT

SECTION 1. FINANCE

1.1 The University shall collect the membership fee at the time of registration and hold, deposit, and invest those fees in accordance with applicable law on behalf of the Corporation.

1.2 The Board of Directors shall approve an annual budget based upon membership fees and submit to the University President for approval.

1.3 The expenditure of funds of the Corporation shall be governed by these Bylaws, the ASI Finance Code, University and CSU policies, and applicable laws and regulations.
1.4 Requirements for the adjustment of membership fees are outlined in Executive Order of the CSU Chancellor. The ASI Board of Directors must approve any adjust to the ASI fee prior to being submitted to the membership via referendum.

SECTION 2. AUDIT

1.1 The Corporation shall annually contract for and receive an audit of the funds of the Corporation, conducted by a certified public accountant approved by the Chancellor's Office, in conformance with the requirements of the California State University system and the University.
1.2 Additional audits may be required by the California State University or the University.
1.3 The Corporation shall have an audit committee.
1.4 The audited financial statement and tax return shall be submitted and published as required by law.

ARTICLE XIII REFERENDUM.

SECTION 1. REFERENDUM PROCESS

The Board shall be empowered to place certain matters, questions, or initiatives before the membership.

1.1 A majority vote of the Board of Directors shall be sufficient to bring matters to a referendum.
1.2 All referendums shall take place during the regularly scheduled spring elections, unless otherwise noted.
1.4 All increases to the Student Body Fee shall require a referendum before the membership of the Associated Students, Inc.
1.5 An approved two-thirds vote of the membership shall be required to pass referendums concerning fee questions.

ARTICLE XIV BYLAWS

SECTION 1. COPIES OF THE BYLAWS.

1.1 An up-to-date copy of these Bylaws shall be maintained by the corporate office and the Executive Vice President.
1.2 A copy of the current Bylaws shall be maintained on the ASI Website for public viewing.

1.3 The Corporation shall provide a complete copy of the Bylaws to the Chancellor’s Office through the University Vice President for Business and Administrative Services.

SECTION 2. AMENDMENTS.

2.1 Except as otherwise provided by these Bylaws, the Board may adopt, amend or repeal these Bylaws, or any part thereof, at any regular meeting of the Board of Directors by a two-thirds vote.

2.2 Should an amendment to the Bylaws severely and adversely affect the rights and privileges of Members, the Board of Directors may approve to put the matter before a vote of the membership.

ARTICLE XV MISCELLANEOUS PROVISIONS AND DEFINITIONS

SECTION 1. DEFINITIONS

1.1 Legal days shall be defined as the business hours of the Corporation, 8:00 a.m. to 5:00 p.m., Monday through Friday, with the exception of holidays or as required by the University.

1.2 Fiscal Year shall begin on the first day of July and shall terminate on the last day of June of the following year.

1.3 Majority shall constitute fifty percent plus one (50%+1) of the voting members present.

1.4 Two-Thirds vote shall be defined as two-thirds of the total number of Board members regardless of the number of members present.

(REVISED:6/30/98: rev. Fall 1998; rev. 3/12/99; rev. 1/14/00; rev. 3/10/00; rev. 5/12/00; rev. 5/19/00; rev. 9/22/00; rev. 6/1/01; rev. 11/16/01; 1/03, 3/04; 4/04; 7/04; 9/04; 10/04; 02/08; 03/08; 8/08; 10/08; 3/09; 04/09; 08/09; 10/09; 04/10; 10/10; 04/11; 1/12, 5/13)