By-Laws of
Associated Students, Inc.
California State University, Bakersfield

“Students Working for Students
## Associated Students, Inc.
### California State University, Bakersfield
### Bylaws Index

<table>
<thead>
<tr>
<th>Article I – Student Bill of Rights</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1 – Student Responsibilities</td>
<td>3</td>
</tr>
<tr>
<td>Section 2 – Student Rights</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Article II – Mission Statement</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1 – Mission Statement</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Article III – General Corporate Provisions</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1 – Name</td>
<td>4</td>
</tr>
<tr>
<td>Section 2 – Nonprofit Nature of the Corporation</td>
<td>4</td>
</tr>
<tr>
<td>Section 3 – Purposes and Objectives</td>
<td>4</td>
</tr>
<tr>
<td>Section 4 – Campus Oversight of Auxiliary Organizations</td>
<td>4</td>
</tr>
<tr>
<td>Section 5 – Nonpartisan Activities</td>
<td>5</td>
</tr>
<tr>
<td>Section 6 – Principle Place of Business</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Article IV – Membership</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1 – Members</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Article V – Eligibility</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1 – Eligibility Requirements: Elected and Appointed</td>
<td>5</td>
</tr>
<tr>
<td>Section 2 – Eligibility Requirements: Candidates</td>
<td>6</td>
</tr>
<tr>
<td>Section 3 – Verification</td>
<td>6</td>
</tr>
<tr>
<td>Section 4 – Signature Forms</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Article VI – Governance</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1 – Student Body Organization Status</td>
<td>6</td>
</tr>
<tr>
<td>Section 2 – Powers and Authority</td>
<td>6</td>
</tr>
<tr>
<td>Section 3 – Duties and Responsibilities</td>
<td>7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Article VII – Board of Directors</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1 – Composition</td>
<td>7</td>
</tr>
<tr>
<td>Section 2 – Voting</td>
<td>8</td>
</tr>
<tr>
<td>Section 3 – Term of Office</td>
<td>8</td>
</tr>
<tr>
<td>Section 4 – Removal from Office</td>
<td>8</td>
</tr>
<tr>
<td>Section 5 – Filling of Vacancies</td>
<td>8</td>
</tr>
<tr>
<td>Section 6 – Resignations</td>
<td>8</td>
</tr>
<tr>
<td>Section 7 – Meetings</td>
<td>9</td>
</tr>
<tr>
<td>Section 8 – Authority and Responsibility of the Board of Directors</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Article VIII – Administrative and Advisory Liaisons</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1 – Composition</td>
<td>11</td>
</tr>
<tr>
<td>Section 2 – Responsibility</td>
<td>11</td>
</tr>
<tr>
<td>Section 3 – Chair of the Board</td>
<td>11</td>
</tr>
</tbody>
</table>
Article IX – Officers
   Section 1 – Duties 12
   Section 2 – President 12
   Section 3 – Executive Vice President 13
   Section 4 – Vice President of University Affairs 14
   Section 5 – Vice President of External Affairs 14
   Section 6 – Vice President of Finance 15
   Section 7 – Vice President of Programming & Publicity 16
   Section 8 – Executive Director 16

Article X – Committees
   Section 1 – Standing 17
   Section 2 – Executive 17

Article XI – Oath Office
   Section 1 – Elected Members 17
   Section 2 – Oath 17
   Section 3 – Administration of Oath 17

Article XII – Employees
   Section 1 – General 18
   Section 2 – Provisions 18

Article XIII – Finance and Audit
   Section 1 – Finance 18
   Section 2 – Audit 18

Article XIV – Referendum
   Section 1 – Referendum Process 19

Article XV – Bylaws
   Section 1 – Copies of the Bylaws 19
   Section 2 – Amendments 19

Article XVI – Miscellaneous Provisions and Definitions
   Section 1 – Definitions 19
ARTICLE I – STUDENT BILL OF RIGHTS

Section 1 – Student Responsibilities.

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

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

Section 2 - Student Rights.

All California State University, Bakersfield students have the right to:

2.1 Vote in all ASI sponsored Elections.
2.2 Be free from discrimination based on race, sex, color, age, religion, national origin, marital status, sexual orientation, any disability, ancestry, or medical condition.
2.3 Free speech, assembly, press, and religion.
2.4 Hold office in Associated Students, Incorporated, pursuant to specific qualifications.
2.5 Present legitimate concerns before the board.
2.6 Not be deprived of any liberties without due process.
2.7 Petition the Board for Student Funds.
2.8 Obtain any and all public information.
2.9 Attend any ASI sponsored activity.
2.10 Participate in the University’s shared governance process.
2.11 Retain rights not enumerated.

ARTICLE II – MISSION STATEMENT

Section 1 – 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 California State University, Bakersfield, Incorporated (ASI) 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 this corporation is ASSOCIATED STUDENTS CALIFORNIA STATE UNIVERSITY, BAKERSFIELD, 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.

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.

4.1 Campus auxiliary organizations shall not operate outside the regulation and oversight of the campus.

4.2 The campus president is responsible and accountable for:

   a. Prudent judgment in the utilization of campus auxiliary organizations,
   b. Ensuring the fiscal viability of campus auxiliary organizations, and
   c. Compliance with applicable CSU policies.

4.3 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.

4.4 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.

The Corporation shall have no members other than the persons constituting its Board of Directors.

1.1 The persons constituting the Board of Directors shall, for the purpose of any statutory provision or rule of law relating to nonprofit corporations, be taken to be the members of such corporation and exercise all the right and powers of members thereof.

1.2 All students registered at California State University, Bakersfield shall be associates of the Corporation.

1.3 All student associates shall hold equal voting rights in campus-wide elections.

1.4 The Board of Directors shall have the authority to amend both the Articles of Incorporation and the Corporation Bylaws.

ARTICLE V – ELIGIBILITY

Section 1 – Eligibility Requirements: Elected and Appointed.

1.1 Be currently enrolled and attending the University.

1.2 Be in good standing with the University.

1.3 Not be on any type of probation with the University.

1.4 Earn at least a 2.0 term grade point average and a CSUB cumulative 2.5 grade point average while in office.

1.5 Undergraduate students are allowed to earn a maximum of 225-quarter units or 125 percent of the units for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 75 quarter units of 167 percent of the units required for the graduate of credential objective, whichever is greater. Students holding more than this number of units will no longer be eligible for major student government office.
1.6 Employees of ASI shall not hold office within ASI. Employees of ASI shall be defined as the Executive Director, Office Manager, Student Assistance, or any other individual who has paid employment on behalf of ASI.

Section 2 – Eligibility Requirements: Candidates.

2.1 Shall be currently enrolled and attending the University.
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 for office 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 Acknowledgement 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 (CEO)
1.2 Executive Vice President
1.3 Vice President of University Affairs
1.4 Vice President of External Affairs
1.5 Vice President of Finance (CFO)
1.6 Vice President of Programming
1.7 Director of Special Project
1.8 Director of A.S. Reps. Program
1.9 Director of Corporate Structure
1.10 Director of Sustainability
1.11 Director of Diversity Affairs
1.12 Director of Housing
1.13 Director of Facilities/Commercial Services
1.14 Director of Community Affairs
1.15 Director of Alumni Affairs
1.16 Director of Legislative Affairs
1.17 Director of Clubs/Organization Outreach
1.18 Director of Budget Management
1.19 Director of Campus Pride
1.20 Director of Educational Events
1.21 Director of ASI Relations
1.22 One Director from the School of Natural Sciences, Mathematics, and Engineering
1.23 One Director from the School of Arts and Humanities
1.24 One Director from the School of Business and Public Administration
1.25 One Director from the School of Social Sciences and Education
1.26 One General Studies Director
1.27 One Lower Division Director
1.28 One Upper Division Director
1.29 One Graduate Director
1.30 One Residential Life Director
1.31 One Antelope Valley Director
Section 2 – Voting.

2.1 Board members shall be entitled to one vote.
2.2 Board members shall not be allowed to vote by proxy.
2.3 Voting by secret ballot is not permitted.

Section 3 – Term of Office.

All members of the Board:

3.1 Shall serve a one-year term beginning on the first Tuesday after the Spring Quarter final exams have concluded.
3.2 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.
3.3 No member shall receive 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.
3.4 No member shall hold more than one elected or appointed position within ASI simultaneously. Membership on a committee is not considered holding office.
3.5 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 4 – Removal from Office.

A member of the Board may be removed from office:

4.1 Pursuant to the non-fulfillment of requirements in the ASI Board Attendance or Removal Policy.
4.2 For significant examples of misconduct or failures to meet the obligations of the organization as approved by a two-thirds vote of the members of the board.
4.3 If the Board member fails to meet eligibility requirements.
4.4 By recall of a petition signed by 10% of the members of that director’s school, class, level, or constituency.
   a. A special election shall be called within fifteen legal days.
   b. An approved two-thirds vote shall be sufficient to recall.

Section 5 – 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 6 – Resignations.

Any Director may resign by giving written notice to the ASI President. The resignation shall be effective immediately, unless the notice specifies a later time for the effectiveness of such resignation.
Section 7 – Meetings.

7.1 Meetings of the organization shall be pursuant to the Gloria Romero Open Meeting Act of 2000 (California Education Code § 89305 et seq.).

7.2 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 time that is within the subject matter jurisdiction of the Board.

7.3 The Board must annually establish the date, time, and location for holding regular meetings at the first Board meeting of the academic year.

7.4 Hold a minimum of five regular meetings per quarter throughout the academic year.

7.5 The Board shall not hold a regular meeting during finals week.

7.6 Open Meetings:
   a. All meetings of the Associated Students shall be open and public.
   b. All persons shall be permitted to attend any meeting of the Board or sub-committee.

7.7 Teleconference
   a. 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.
   b. The Board or sub-committees may use teleconferencing in connection with any meeting.

7.8 Public Posting
   a. 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.
   b. 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
   c. 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:
      1. Upon determination, pursuant to Special Meeting requirement, that an emergency situation exists (Refer to Education Code §89306.5 for definition of “emergency situation.”)
      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.
      3. The item was posted as required for a prior Board meeting occurring not more than five calendar days prior to the present meeting.
7.8 Special Meetings
   a. Special Meetings of the Board or sub-committee may be called by the President or upon recorded request of the majority of the members of the Board.
   b. Special Meetings shall be called in accordance of the provisions of the Education Code § 89306.5.

7.9 Quorum
   a. A majority of the members of the Board or sub-committee shall constitute quorum.
   b. A majority of members shall be necessary for the transaction of business or action on motions.
   c. 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.

7.10 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 any time.

Section 8 - Authority and Responsibility of the Board of Directors.

8.1 The ASI Board of Directors shall be empowered to determine goals, polices, and governing practices of the Corporation.

8.2 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).

8.3 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).

8.4 To amend the Corporation’s Articles of Incorporation (2/3 majority vote required).

8.5 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.

8.6 To pass resolutions by a majority vote of the Board, unless otherwise stipulated.

8.7 Approve funding requests over $1,000 if approved by the Finance Committee.

8.8 Approve all allocations from the General Unallocated line item.

8.9 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.

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

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

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

8.13 Approve Presidential appointments pursuant to the Appointment Policy.

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

8.15 Grant leaves of absences to Directors:
   a. By a majority vote
   b. For illness
c. Bereavement
d. Official ASI or University business
e. For up to three (3) weeks
f. No more than one (1) granted per year
g. If leave is granted, the Director shall not have voting privileges.

8.16 Abstain from the consumption of intoxicating substances during ASI functions.
8.17 Review, establish, or adjust any compensation for Board members or Executive Officers pursuant to a two-thirds (2/3) majority vote.
8.18 Hear reports from Officers and Sub-Committees, and any others they deem necessary.
8.19 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 ASI Executive Director
1.2 Administrative Support Coordinator (ASC)
1.3 University President or designee
1.4 Student Union and Student Organizational Governance Liaison
1.5 Campus Programming Liaison
1.6 Academic Senate Liaison
1.7 Alumni Association Liaison
1.8 Runner Newspaper Liaison
1.9 Student Athletic Advisory Committee Liaison
1.10 Greek Council Liaison
1.11 Student Recreation Center 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.

Section 3 – Chair of the Board.

The ASI Chair of the Board:

3.1 Shall assume the position upon appointment by the President and approved by a two-thirds vote of the Board.
3.2 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.
3.3 Shall be familiar with Parliamentary Procedure.
ARTICLE IX – OFFICERS

Section 1 – Duties.

1.1 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 Shall have the right to vote in the Board of Directors Meetings, excluding the ASI Executive Director, who serves as the Chief Administrative Officer/Secretary of the Corporation.

1.3 Must maintain their assigned office hours during summer session/winter break, unless otherwise approved by the Board.

1.4 Must 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 Must approve, with a two-thirds vote, the President's nominations to standing committees (including students-at-large).

1.6 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 ASI in making progress towards goals.

2.4 Makes appointments necessary to fill vacancies to the Board, i.e. standing committees, ad-hoc committees, and campus committees pursuant to the Appointment Policy.

2.5 Sits on all ASI committees as an ex-officio member.

2.6 Shall submit a budget proposal to the Finance Committee on or before June 5th of each fiscal year.

2.7 Submits goals and objectives of the Corporation to the student body during the Fall Quarter after consultation with the ASI Board of Directors.

2.8 Submits a midyear review of ASI goals to the student body.

2.9 Meets with a minimum of 10 student organizations throughout his/her term in office.

2.10 Conducts a review of all ASI Committee goals/initiatives

2.11 Is a member of the ASI Audit Committee.

2.12 Serves as a voting member on the Student Union Board.

2.13 Serves as a voting member on the Foundation Board.

2.14 Serves as a voting member on the Academic Senate.

2.15 Serves as a voting member on the Strategic Planning and Budget Advisory Council.

2.16 Serves as a voting member of the Campus Fee Advisory Committee.

2.17 Serves as a member of the University Council Committee.

2.18 Chairs the Instructionally Related Activities Committee.

2.19 Chairs the ASI Executive Committee/Management meetings.
2.20 Chairs the Student Leadership Council
2.21 Oversees the logistics and the implementation of the Student Leadership Council.
2.22 Meets regularly with the University’s Vice President for Student Affairs and other Administration members.
2.23 Attends the week-long Panetta Institute in June.
2.24 Reviews, signs, and ensures the execution of all business adopted by the Board of Directors.
2.25 Collaborates with the ASI Executive Director on the day-to-day operations of the corporation.
2.26 Administers the Oath of Office to newly appointed/elected members
2.27 Attends all leadership conferences/retreats, i.e. Executive Officer training, and Board orientation.
2.28 Maintains a minimum of 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 Oversees the Director of Special Projects, the Director of A.S.-Reps. Program, and the Director of Corporate Structure.
3.5 Serves as an ex-officio member of all ASI committees
3.6 Reviews and recommends policies pertinent to the organizational structure of ASI. (i.e. Articles of Incorporation, Bylaws, Codes, Procedures, Etc.).
3.7 Oversees the ASI Board evaluation and assessment processes.
3.8 Is a member of the ASI Audit Committee.
3.9 Oversees attendance of Board members to campus committees.
3.10 Oversees the process of conducting campus investigations that relate to the Organization.
3.11 Oversees assignments and committees relating to ASI special projects.
3.12 Organizes and oversees an orientation for new ASI leaders.
3.13 Records and maintains an accurate log of committee and Board meeting (un)excused absences of the Board of Directors
3.14 Ensures that all ASI members (Executive Officers, Directors, and Student-at-Larges) meet responsibilities as set forth by all governing documents, and enforces the accountability requirements.
3.15 Ensures that all Bylaws, Policies, and procedures are being followed.
3.16 Maintains 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.
3.17 Maintains a permanent archive of all proposals.
3.18 Suggests enhancements on existing ASI sponsored services.
3.19 Establishes annual student project designs with consultation from the ASI President.
3.20 Files adopted legislation with the Executive Director.
3.21 Collaborates with the Executive Director on all ASI governing
policies.
3.22 Conducts student surveys and assessments pertaining to ASI Affairs.
3.23 Attends all leadership conferences/retreats, i.e. Executive Officer training and Board orientation.
3.24 Maintains a minimum of ten office hours per week.
3.25 Abides by the Internal Affairs Code.

Section 4 – Vice President of University Affairs.

The Vice President of University Affairs:

4.1 Serves as the Chief Administration Officer for ASI.
4.2 Chairs the University Affairs Committee
4.3 Establishes annual goals and responsibilities of the University Affairs Committee.
4.4 Oversees the Director of Sustainability, the Director of Diversity Affairs, the Director of Housing, and the Director of Facilities/Commercial Services.
4.5 Oversees the progression of various initiatives set forth by the Directors within the University Affairs Committee.
4.6 Works to establish and maintain a center for diversity, which includes groups such as: (International students, Veteran students, LBGQA students, Etc.)
4.7 Conducts assessment of committee goals/activities.
4.8 Communicates with the Chairs of various campus committees to assign Board members to the committee.
4.9 Coordinate the process of assignments and logistics of shared governance representation.
4.10 Reports to the Board of Directors on any and all Academic and University affairs pertinent to CSUB students.
4.11 Oversees the documentation and implementation of solutions regarding all Academic and University related issues and concerns of CSUB students.
4.12 Conducts student surveys pertinent to the University Affairs committee.
4.13 Attends all ASI leadership conferences/retreats, i.e. Executive Officer training and Board orientation.
4.14 Maintains a minimum of ten office hours per week.
4.15 Abides by the University Affairs Code.

Section 5 - Vice President of External Affairs.

The Vice President of External Affairs:

5.1 Serves as the Chief Legislative Officer for ASI.
5.2 Chairs the External Affairs Committee.
5.3 Chairs the ASI Lobby Corps meetings.
5.4 Establishes annual goals and responsibilities of the External Affairs Committee.
5.5 Oversees the Director of Alumni Affairs, the Director of Community Affairs, and the Director of Legislative Affairs.
5.6 Conducts assessment of committee goals/activities.
5.7 Serves as the official representative from ASI in all matters involving local, statewide and federal legislation.
5.8 Represents CSUB students through ASI at California State Student Association
meetings and functions.

5.9 Abides by the CSSA Travel Policy.

5.10 Supervises all student-lobbying efforts and legislative visits.

5.11 Organizes voter registration campaigns.

5.12 Reports to the Board of Directors on local, state, and federal legislative issues and policies that affect CSUB students.

5.13 Examines and explores affairs pertaining to outside campus involvement.

5.14 Provides educational opportunities for students with regard to legislative issues.

5.15 Conducts student surveys for use in assessment.

5.16 Attends all leadership conferences/retreats, i.e. Executive Officer training, and Board orientation.

5.17 Maintains a minimum of ten office hours per week.

5.18 Abides by the External Affairs Code.

Section 6 - Vice President of Finance.

The Vice President of Finance:

6.1 Serves as the Chief Financial Officer for ASI.

6.2 Chairs the Finance Committee.

6.3 Oversees the Director of Clubs/Corporate Outreach and the Director of Budget Management.

6.4 Oversees the progression of various initiatives set forth by the Directors within the Finance Committee.

6.5 Establishes annual goals and responsibilities of the Finance Committee.

6.6 Conducts assessment of committee goals/activities.

6.7 Approves all expenditures from the ASI budget.

6.8 Prepares a quarterly financial report for the Board of Directors.

6.9 Ensures a timely and accurate annual audit performed by a firm of certified public accountants.

6.10 Is a member of the ASI Audit Committee.

6.11 Can require a detailed financial report from any division, club or activity of ASI.

6.12 Proposes an annual fiscal budget to the Board of Directors.

6.13 Abides by the Club Funding Guidelines.

6.14 Monitors the manner in which ASI funds are spent by clubs.

6.15 Assists clubs in funding jointly sponsored activities.

6.16 Prepares funding requests and resolutions for consideration of the Finance Committee.

6.17 Communicates with all clubs regarding funding requests.

6.18 Accurately logs and maintains a list of funding requests approved by the Finance Committee.

6.19 In collaboration with the ASI Executive Director, will monitor and recommend changes to the Finance Code and Guidelines.

6.20 Conducts quarterly funding workshops.

6.21 Maintains records/history of club/organization requests for assessment.

6.22 Conducts student surveys as needed.

6.23 In collaboration with the ASI Executive Director, puts forth the annual ASI budget for approval.

6.24 Attends all leadership retreats/conferences i.e. Executive Officer training and Board orientation.
6.25 Maintains a minimum of ten office hours per week.
6.26 Abides by the Finance Code.

Section 7 - Vice President of Programming & Publicity.

The Vice President of Programming & Publicity:

7.1 Shall serve as Chief Programming & Publicity Officer for ASI.
7.2 Chairs the Programming Committee.
7.3 Oversees the Director of ASI Relations, the Director of Educational Events, and the Director of Campus Pride.
7.4 Oversees the progression of various initiatives set forth by the Directors within the Programming Committee.
7.5 Establishes annual goals and responsibilities of the Programming Committee.
7.6 Conducts assessment of committee goals/activities.
7.7 Is a member of the Campus Programming Committee.
7.8 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.
7.9 Updates the Board on Campus Programming recommendations.
7.10 Coordinates ASI involvement in Campus Programming events to further the goals and programs set by the committee.
7.11 Initiates activities that involve the local community.
7.12 Publicizes all ASI-related services to CSUB students.
7.13 Assists with publicizing all Campus Programming events and activities to students.
7.14 Is responsible for the oversight and maintenance of the ASI Social Media outlets.
7.15 Develops student surveys to assess student programming needs.
7.16 Collaborates with other clubs, organizations, and departments to achieve an increase in student life on campus.
7.17 Serves as a voting member on the Student Union Governing Board.
7.18 Attends all leadership retreats/conferences i.e. Executive Officer training, and Board orientation.
7.19 Maintains a minimum of ten office hours per week.
7.20 Abides by the Programming Code.

Section 8 - Executive Director.

The Executive Director:

8.1 Serves as the Chief Administrative Officer and Secretary of the Corporation.
8.2 Supports the Executive Officers and the Directors in fulfilling their duties, responsibilities, and goals of the Corporation.
8.3 In cooperation with the Board, serves as the University Administrator in charge, responsible for the financial, legal, and administrative management of the Corporation.
8.4 Serves as a member of the Student Affairs management team and reports directly to the Vice President for Student Affairs.
ARTICLE X – COMMITTEES

Section 1 – Standing.

1.1 Standing Committees shall consist of Student Leadership Council, Internal Affairs, University Affairs, External Affairs, Finance, and Programming.

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

Section 2 – Executive.

2.1 The Executive Committee shall consist of the President, Executive Vice President, Vice President of University Affairs, 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.

   a. 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.

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

ARTICLE XI – OATH OF OFFICE

Section 1 - Elected Members.

The Oath of Office of the Corporation shall be affirmed by all new elected members to Associated Students, Inc. 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, I so solemnly swear.”

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 XII – EMPLOYEES

Section 1 – General.

The Executive Officers and Board of Directors will be assisted in their duties and responsibilities by staff, including the ASI 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 ASI Executive Director has oversight responsibilities of all staff.

ARTICLE XIII – FINANCE AND AUDIT

Section 1 – Finance.

1.1 The University shall collect campus-based fees 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 campus-based 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 campus-based fees are outlined in Executive Order of the CSU Chancellor. The ASI Board of Directors must approve any adjustments to the Student Body Fee prior to being submitted for referendum.

Section 2 – Audit.

2.1 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.
2.2 Additional audits may be required by the California State University or the University.
2.3 The Corporation shall have an audit committee.
2.4 The audited financial statement and tax return shall be submitted and published as required by law.
ARTICLE XIV – REFERENDUM

Section 1 - Referendum Process.

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

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.
1.3 All increases to the Student Body Fee shall require a referendum before the student associates.
1.4 An approved two-thirds vote of the student associates shall be required to pass referendums concerning fee questions.

ARTICLE XV – 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 students, the Board of Directors may approve to put the matter before the students for an advisory vote.

ARTICLE XVI – 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; 6/13; 11/13; 11/14)