

BYLAWS OF
**ASSOCIATED STUDENTS OF
CALIFORNIA STATE UNIVERSITY, BAKERSFIELD**
A CALIFORNIA NONPROFIT BENEFIT CORPORATION

MISSION STATEMENT

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

**ARTICLE I
BILL OF RIGHTS FOR STUDENTS**

Section 1 Student Responsibilities. All CSU Bakersfield students have the following responsibilities:

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

Section 2 Student Rights. All CSU Bakersfield students have the right to:

- a) Vote in all Associated Students, Inc. sponsored elections.
- b) Be free from discrimination based on race, sex, color, age, religion, national origin, marital status, sexual orientation, any disability, ancestry, or medical condition.
- c) Free speech, assembly, press, and religion.
- d) Hold office in Associated Students, Inc. pursuant to specific qualifications.
- e) Not be deprived of any liberties without due process.
- f) Petition the ASI Board of Directors for student funds.
- g) Obtain any and all public information regarding Associated Students, Inc.
- h) Attend any Associated Students, Inc. sponsored or co-sponsored activity.
- i) Participate in shared governance process of CSU Bakersfield.
- j) Retain rights not enumerated.

ARTICLE II GENERAL CORPORATE PROVISIONS

- Section 1 Name of the Organization. The name of the organization is the Associated Students California State University, Bakersfield, Incorporated, and shall be referred to throughout these Bylaws as ASI.
- Section 2 Legal Standing of ASI. The ASI is a student body organization and an auxiliary organization as defined in the California Education Code. The ASI is organized and operated pursuant to the provisions of the California Education Code and regulations adopted by the Trustees of the California State University (Trustees) contained in Title 5 of the California Code of Regulations.
- a) The ASI is a nonprofit public benefit corporation, which is organized and operated pursuant to the California Nonprofit Public Benefit Corporation Law.
- Section 3 Student Body Organization Statuses. 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 4 Powers and Authority. The corporate powers, business, and affairs of the ASI 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 ASI to the management staff of ASI.
- Section 5 Duties and Responsibilities. All duties and responsibilities of the Board of Directors and Executive Officers shall be delineated in these Bylaws and ASI Policies.
- Section 6 The President of CSU Bakersfield is responsible for the educational effectiveness academic excellence, and general welfare of the University. As a student body organization and an auxiliary organization at the University, ASI recognizes that it is an integral part of the University and is subject to the oversight and authority of the University President. ASI agrees to conduct its operation in accordance with guidelines and policies established by the Trustees and the University President.
- Section 7 Supremacy of ASI Bylaws. All codes and policies of the ASI shall be, in form and interpretation, consistent with these Bylaws.
- Section 8 Interpretations of ASI Bylaws. To the extent possible, these Bylaws shall be interpreted so as to be consistent with applicable law, including the California Corporations Code, California Education Code and California Code of

Regulations, Title 5. In the event that a provision of these Bylaws cannot be construed consistently with applicable law, such provisions shall be severed from the remainder of the Bylaws and considered to be of no force and effect. Such action shall not affect the remainder of these Bylaws, which shall remain in full force and effect.

Section 9 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 ASI shall consist of carrying on propaganda, or otherwise attempting to intervene in any political campaign, including the publishing or distribution of statements on behalf of any candidate for public office.

Section 10 Principle Place of Business. The principle place of business for the transaction of business of ASI shall be:

California State University, Bakersfield
9001 Stockdale Highway, SU 56
Bakersfield, California 93311-1099

ARTICLE III MEMBERSHIP

Section 1 One Class of Members. The ASI shall have only one class of members within the meaning of Section 5056(a) of the California Corporations Code. Members shall be limited to individuals regularly admitted and enrolled as matriculating students at the University. Faculty, staff, and non-student employees of the University or University auxiliaries are not members, unless they are also regularly admitted and enrolled as matriculating students at the University.

- a) Non-Discrimination. ASI does not discriminate in its membership on the basis of race, color, sex, religion, national origin, ethnic group identification, sexual orientation, marital status, pregnancy, age, physical or mental disability, medical condition or veteran status.

Section 2 Term of Membership. Membership shall commence on the first day of the semester for which the member was admitted and enrolled as a matriculating student by the University, and shall end immediately prior to the first day of the next academic semester, unless renewed by continuing admission and enrollment at the University. If a member's admission and enrollment as a matriculating student at the University is terminated during an academic semester, membership in ASI is immediately terminated.

Section 3 Rights and Privileges of Membership. Only members are entitled to vote, call for Special Elections, be appointed or elected as Officers, be appointed as an ASI delegate to a committee, inspect corporate books and records, and otherwise exercise the rights of a member under the California Corporations Code.

**ARTICLE IV
MEMBERS OF ASI**

Section 1 Elected Executive Officers shall be:

- a) President;
- b) Executive Vice-President
- c) Vice President of University Affairs
- d) Vice President of Finance
- e) Vice President of Campus Life

Section 2 Qualifications for Executive Officers.

Qualifications in General. In order for a student to run for an Executive Officer position, the student must be in good judicial standing with the University, have attended two Board of Directors meetings and two ASI committee meetings or submitted no less than two professional letters of recommendation by faculty or employer with the addition of an executive officer seminar which shall be administered by the election coordinator or ASI Executive Director.

- a) Academic Qualifications. Each person seeking to become or remain an Executive Officer of ASI must comply with academic requirements established by the Trustees and the University President, as well as maintain a minimum 2.5 cumulative GPA. Undergraduate candidates for office must maintain 12 semester units per term. Graduate and credential student candidates must maintain 6 semester units per term. Under certain circumstances, the University President in their discretion may make an exception to these requirements.
- b) Election of Elected Executive Officers. The Executive Officers shall be elected by a majority vote of the members voting at the duly held Annual Spring Election conducted in accordance with these Bylaws and the Election Code.

Section 3 Term of Office for Elected Executive Officers.

- a) Ordinary Term of Office. The term of office for Executive Officers shall be one year, commencing at a Board of Directors meeting held the last week of instruction in the Spring Semester and ending at a Board of Directors meeting held the last week of instruction in the Spring Semester the following year.

- b) Successive Terms. Executive Officers shall be entitled to seek election and hold office for successive terms of office.

Section 4 Elected Directors of the Board shall be:

a) Academic Directors:

- i. One (1) Director from the School of Arts & Humanities;
- ii. One (1) Director from the School of Business & Public Administration;
- iii. One (1) Director from the School of Natural Sciences, Mathematics, and Engineering;
- iv. One (1) Director from the School of Social Sciences and Education;
- v. One (1) Director from CSUB Antelope Valley;
- vi. One (1) Director of Transfer Students;
- vii. One (1) Director of Graduate Students.

b) Special Interest Directors:

- i. Director of ASI Outreach;
- ii. Director of Budget Management;
- iii. Director of Clubs & Organizations Outreach;
- iv. Director of Community Outreach;
- v. Director of Diversity and Inclusion;
- vi. Director of Greek Relations;
- vii. Director of International Student Relations;
- viii. Director of Legislative Affairs;
- ix. Director of ; Marketing
- x. Director of Student Athlete Relations;
- xi. Director of Student Housing Relations;

- xii. Director of Student Support;
- xiii. Director of Sustainability;
- xiv. Director of Veterans Affairs

Section 5 Qualifications for Academic Directors.

- a) Qualifications in General. All persons seeking to become or remain an Academic Director must be in good judicial standing with the University and majoring in the Academic School, which that member seeks to represent on the ASI Board of Directors.
- b) Academic Qualifications. Each person seeking to become or remain an Academic Director must comply with academic requirements established by the Trustees and the University President, as well as maintain 2.5 cumulative GPA. Undergraduate candidates for office must maintain 12 semester units per term. Graduate and credential student candidates must maintain 6 semester units per term. Under certain circumstances, the University President in their discretion may make an exception to these requirements.

Section 6 Qualifications for Special Interest Directors.

- a) Academic Qualifications. Each person seeking to become or remain an Academic Director must comply with academic requirements established by the Trustees and the University President, as well as maintain 2.5 cumulative GPA. Undergraduate candidates for office must maintain 12 semester units per term. Graduate and credential student candidates must maintain 6 semester units per term. Under certain circumstances, the University President in their discretion may make an exception to these requirements.
- b) Election of Special Interest Directors. The Directors shall be elected by a majority vote of the members voting at the duly held Annual Spring Election conducted in accordance with these Bylaws and the Election Code.

Section 7 Term of Office for Directors.

- a) Ordinary Term of Office. The term of office for Directors shall be one year, commencing at a Board of Directors meeting held the last week of instruction in the Spring Semester and ending at a Board of Directors meeting held the last week of instruction in the Spring Semester of the following year.
- b) Directors shall be entitled to seek election and hold office for successive terms of office.

Section 8 Appointed Executive Officer/Chief Justice.

- a) Qualifications in General. Each person seeking to become an appointed Executive Officer/Chief Justice of ASI must be a current member of ASI.
- b) Academic Qualifications. Each person seeking to become or remain an Appointed Executive Officer/Chief Justice of ASI must comply with academic requirements established by the Trustees and the University President, as well as maintain a minimum 2.5 cumulative GPA. Undergraduate candidates for office must maintain 12 semester units per term. Graduate and credential student candidates must maintain 6 semester units per term. Under certain circumstances, the University President in their discretion may make an exception to these requirements.
- c) Selection of Appointed Executive Officer/Chief Justice. The appointed Executive Officer shall be interviewed by the appropriate body, appointed by the ASI President and approved by a two-thirds (2/3) vote of the ASI Board of Directors.
- d) Term of Office for the Appointed Executive Officer/Chief Justice. The term of office for an appointed Executive Officer/Chief Justice shall start once they have been appointed and end at a Board of Directors meeting held the last week of instruction in the Spring Semester of the academic year.

Section 9 Appointed Directors/Justice.

- a) Academic Qualifications. Each person seeking to become or remain an Appointed Director/Justice of ASI must comply with academic requirements established by the Trustees and the University President, as well as maintain a minimum 2.5 cumulative GPA. Undergraduate candidates for office must maintain 12 semester units per term. Graduate and credential student candidates must maintain 6 semester units per term. Under certain circumstances, the University President in their discretion may make an exception to these requirements.
- b) Selection of Appointed Director/Justice. The appointed Director/Justice shall be interviewed by the appropriate body, appointed by the ASI President and approved by a two-thirds (2/3) vote of the ASI Board of Directors.
- c) Term of Office for the Appointed Director/Justice. The term of office for an appointed Director shall start once they have been appointed and end at a Board of Directors meeting held the last week of instruction in the Spring Semester of the academic year.

Section 10 Verification. Any student elected or appointed for 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 11 Signature Forms. Any students elected or appointed to the 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.

Section 13 Resignations. Any member of ASI 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 14 Holding More than One Office. One person may not concurrently hold more than one appointed or elected office.

- a) Employees of ASI. A member who is an employee of ASI may not hold an officer position, as defined in this section, or other appointed position for which remuneration is given.

Section 15 Remuneration of Members. All Executive Officers and Directors shall receive remuneration, as established by the ASI Board of Directors at the beginning of each fiscal year. Any increase or decrease in such remuneration recommended by the ASI Finance Committee, and approved by the ASI Board of Directors, shall not become effective until the date of transition for the incoming session of the ASI Board of Directors following approval.

- a) Status of ASI Board of Directors. All categories of members are not employees of ASI. All officers are classified as statutory non-employees.

ARTICLE V ASI BOARD OF DIRECTORS

Section 1 ASI Board of Directors. The ASI Board of Directors shall be the sole governing body of the ASI.

Section 2 Voting. Board members shall be entitled to one vote and shall not be allowed to vote by proxy or secret ballot.

Section 3 Composition of the ASI Board of Directors. The ASI Board of Directors shall be comprised of voting and nonvoting members, liaisons and advisors. Voting members shall be the Directors from each of the Academic Schools, Special Interest Directors, and Executive Officers, as

determined below:

- a) Non-Voting Members:
 - i. President
 - ii. Chief Justice

- b) Voting Members:
 - i. Executive Vice-President;
 - ii. Vice President of University Affairs;
 - iii. Vice President of Finance;
 - iv. Vice President of Campus Life;
 - v. One (1) Director from the School of Arts & Humanities;
 - vi. One (1) Director from the School of Business & Public Administration;
 - vii. One (1) Director from the School of Natural Sciences, Mathematics, & Engineering;
 - viii. One (1) Director from the School of Social Sciences and Education;
 - ix. One (1) Director from CSUB Antelope Valley;
 - x. One (1) Director of Transfer Students;
 - xi. One (1) Director of Graduate Students;
 - xii. Director of Budget Management;
 - xiii. Director of Clubs & Organizations Outreach;
 - xiv. Director of Community Outreach;
 - xv. Director of Diversity and Inclusion;
 - xvi. Director of Student Support;
 - xvii. Director of Greek Relations;
 - xviii. Director of International Student Relations;
 - xix. Director of .ASI Outreach;
 - xx. Director of Legislative Affairs;
 - xxi. Director of Marketing;
 - xxii. Director of Student Athlete Relations;
 - xxiii. Director of Student Housing Relations;
 - xxiv. Director of Sustainability;
 - xxv. Director of Veterans Affairs

- c) Liaisons to the ASI Board of Directors shall consist of:
 - i. Academic Senate Liaison;
 - ii. Alumni Association Liaison;
 - iii. Campus Programming Liaison;
 - iv. Student Union & Organization Governance Liaison;
 - v. Student Recreation Center Liaison;

- vi. University President or designee.
- d) Advisors to the ASI Board of Directors shall consist of:
 - i. ASI Executive Director;
 - ii. ASI Administrative Support Assistant.

ARTICLE VI JUDICIAL COUNCIL

Section 1 Purpose. The Judicial Council of ASI is responsible for the maintenance, updating and the interpretation of the internal-structural policies, bylaws, charters and/or codes of the organization. The Judicial Council has primary jurisdiction over the internal review and mediation of grievances, interpretations of observed inconsistencies or conflicts of written internal policies or governing documents of the organization, or grievances arising during the course of the execution of the official duties brought against an ASI executive officer, board/committee member.

Section 2 Membership. The Judicial Council shall consist of a total of five (5) members, who shall be as follows:

One (1) student-at-large, subject to eligibility requirements specified in these bylaws, appointed by the ASI President as Judicial Council Chief Justice through an application process to be completed by the end of the spring semester before the academic year of the desired term begins.

Four (4) students-at-large, subject to eligibility requirements specified in these bylaws, appointed by the ASI President as Judicial Council Justices through an application process to be completed by the end of the spring semester before the academic year of the desired term begins.

The Chief Justice shall serve as Chair of the Judicial Council for a one-year term. Two (2) Justices shall serve for a two-year term and Two (2) Justices shall serve for a one-year term.

The ASI Executive Director or designee shall serve as a designated non-voting member.

Section 3 Jurisdiction. The Judicial Council shall be responsible for the following:

- a) Assist in the efficient functioning of the governance structure of ASI;

- b) Ensure an adequate and consistent use and application of Parliamentary Procedure in all ASI Boards, Committees, and Councils;
- c) Shall include an up-to-date filing of any changes to or revisions of official ASI documents;
- d) Review these Bylaws, board, commission, committee or council, codes and other organizational internal structural policies, and make recommendations to the respective councils, commissions, boards, sub-boards or committees regarding all proposed revisions;
- e) Shall receive, review and adjudicate, in a timely manner, any and all revisions, amendments, or grievances regarding these Bylaws, board, commission, committee or council, codes or other organization internal-structural policies;
- f) Shall receive, review and adjudicate any and all grievances or complaints, especially the adherence to the principles of due process, including votes of no confidence, recall or other complaint, brought against any ASI executive officer, board, council, or committee member and/or member of the Judicial Council, or any sub-board, committee, or council;
- g) Create and maintain an agreement pertaining to Confidentiality, Liability of Directors, Eligibility to Serve, Required Duties & Responsibilities, and Conflict of Interest, which must be signed by each newly elected, designated, or appointed student member of any ASI entity prior to the member participating in the conduct of affairs of his or her respective council assignment.
- h) Receive and review any complaint that an ASI executive officer, board/committee member, or member of any ASI entity, has violated or breached any provision of previously noted agreements, as well as any complaint of violations of the Bylaws, Codes or other organization internal-operational policies.
- i) Shall receive, review and adjudicate any and all grievances or complaints during ASI Elections;
- j) Prepare, execute, and manage the applications process and distribution of ASI Student Scholarships to ensure successful outcomes for each of these functions.

Section 4 Responsibilities and Duties. Each Justice, including the Chief Justice, of the Judicial Council shall:

- a) Attend all meetings of the Judicial Council;
- b) Serve at least four (4) office hours per week;
- c) Evaluate ASI Student Scholarship applications, if needed;
- d) Evaluate any agreements pertaining to Confidentiality, Liability, Eligibility to Serve, Required Duties & Responsibilities, and Conflict of Interest of Directors, if needed;
- e) Ensure that each member of the ASI is aware of the official Grievance Process.

Section 5 Eligibility. Each person seeking to become or remain on the Judicial Council must comply with academic requirements established by the Trustees and the University President, as well as maintain 2.5 cumulative GPA. Undergraduate candidates for office must maintain 12 semester units per term. Graduate and credential student candidates must maintain 6 semester units per term. Under certain circumstances, the University President in their discretion may make an exception to these requirements

Section 6 Meetings. The Judicial Council shall meet once a week while classes are in session. The Judicial Council shall meet in special session called by the Chief Justice only in cases of emergency and/or time-sensitive matters, in which quorum must be met. All meetings shall be open to the public.

Section 7 Voting.

- a) Provided that a quorum is present, for a vote to take place, the Chief Justice shall call for a roll call vote;
- b) Provided that a quorum is present, a majority vote is defined as more than 50% of the votes cast by members present and legally eligible to vote at a regular or duly-noticed special meeting of the Judicial Council;
- c) The Chief Justice shall serve as the Chair and preside over meetings of the Judicial Council. In the event of a tie vote, the Chief Justice shall serve as the tiebreaker.

ARTICLE VII
ASI BOARD OF DIRECTORS MEETINGS

- Section 1 Meeting Pursuance. Meetings of the ASI shall be pursuant to the Gloria Romero Open Meeting Act of 2000.
- Section 2 Definition of Meeting. A 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 of Directors, as defined by the *California Education Code § 89305 et seq.*
- Section 3 Robert’s Rules of Order. Unless otherwise specified in these Bylaws, Robert’s Rules of Order, as amended, shall be the parliamentary guide for the conduct of the ASI Board of Directors and committee meetings.
- Section 4 Regular Meetings of the ASI Board of Directors. Regular meetings of the ASI Board of Directors shall be held at the annually established date, time and location for the academic year.
- a) The Board of Directors shall annually establish the date, time, and location for holding regular meetings at the first Board of Directors meeting of the academic year.
 - b) The Board of Directors must hold a minimum of 10 regular meetings per semester throughout the academic year.
 - c) No regular meetings shall be held during the week of final exams unless called by the Chair of the ASI Board of Directors.
- Section 5 Quorum and Voting Requirements. Quorum for the ASI Board of Directors meetings shall be a majority of the voting members in office.
- a) Acts of the ASI Board of Directors in General. Every act or decision done or made by a simple majority vote of the voting Board of Directors present at a duly held Board of Directors meeting at which quorum is present is the act of the ASI Board of Directors, except otherwise provided by these Bylaws.
 - i. For purposes of this section, a voting member of the ASI Board of Directors is not considered to be present at the meeting if the member disqualifies himself/herself from discussing or voting on a matter before the Board of Directors due to a conflict of interest as defined in these Bylaws.
 - ii. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of voting members, if any action

taken is approved by at least a majority of the required quorum for that meeting, or a greater number required by these Bylaws.

- b) Transactions Requiring a Two-Thirds (2/3) Vote of ASI Member in Office. The following acts require a two-thirds vote of the Board of Directors in office in order to be effective:
- i. Adopting, repealing, or amending the Bylaws;
 - ii. Removing members from office;
 - iii. Approving appointments to fill vacant positions on the Board of Directors;
 - iv. Approving appointments to fill vacant positions of Executive Officers, other than President;
 - v. Reconsidering an Act of the ASI Board of Directors;
 - vi. Approving the annual schedule of meetings.

Section 6 Notification of Advisors and Liaisons. All Advisors and Liaisons to the ASI Board of Directors are entitled to the same notice and rights to attend meetings of the ASI Board of Directors and Committees as the voting members, including the right to attend closed sessions unless otherwise determined by the President of ASI.

ARTICLE VIII EXECUTIVE OFFICERS

Section 1 Duties of Elected Executive Officers.

- a) Duties of The President. The President shall be the chief executive officer of ASI and shall have general supervision, direction, and control of ASI. The President shall have the general power and duties of management usually vested in the office of president of a corporation, together with such other powers and duties as may be prescribed by the ASI Board of Directors and the Bylaws, including:
- i. Being the official representative of the ASI to all persons and organizations within and outside the University (e.g. California State Student Association, Hill Day, etc.);
 - ii. Supervising and delegating the day-to-day management duties of ASI to the ASI Executive Director;
 - iii. Making appointments necessary to fill vacancies to the Board of Directors;

- iv. Appoint a Chair no later than the third week of school;
- v. Sitting on all ASI standing committees as an ex-officio member;
- vi. Communicating to the student body goals, initiatives, and projects of the ASI;
- vii. Being a voting member of:
 - a) The Student Union Board;
 - b) The Foundation Board;
 - c) The Academic Senate;
 - d) The Strategic Planning and Budget Advisory Council
 - e) The Campus Fee Advisory Committee.
- viii. Being a member of:
 - a) The University Council;
 - b) ASI Audit Committee;
- ix. Chairing:
 - a) The Executive Council meetings;
 - b) The Student Leadership Council;
 - c) The Instructionally Related Activities (IRA) Committee.
- x. Supervising all student-lobbying efforts and legislative visits;
- xi. Overseeing the logistics and implementation of ASI retreats and trainings;
- xii. Meeting regularly with the University's Vice President for Student Affairs;
- xiii. Attending the week-long Panetta Institute, or choosing a designee;
- xiv. Reviewing, signing, and ensuring the execution of all business adopted by the Board of Directors;

- xv. Responsible for the ASI Executive Director Evaluation after the ASI Spring Elections;
- xvi. Administering the Oath of Office to newly appointed/elected members;
- xvii. Attending all leadership conferences/retreats;
- xviii. Maintaining a minimum of ten office hours per week.

b) Duties of the Executive Vice-President. The Executive Vice President shall have the following duties and responsibilities:

- i. Serves as the Chief Operations Officer and second-in command of the ASI Board;
- ii. Serves as ASI President in the temporary absence of the ASI President;
- iii. Chairs the ASI Public Affairs Committee and shall be responsible for organizing projects and initiatives affecting the whole organization;
 - a) The Public Affairs committee will have a cap of 4 members
- iv. Oversee and/or communicates with the following Directors and Liaisons:
 - a) Director of .ASI Outreach;
 - b) Director of Marketing;
 - c) Director of Community Outreach;
 - d) Director, CSUB Antelope Valley.
- v. Serves as an ex-officio member of all ASI Committees;
- vi. Serves as a member on the ASI Audit Committee;
- vii. Organizes and oversees an orientation for new ASI members;
- viii. Records and maintains an accurate log of Committee and ASI Board of Directors meeting (un)excused absences of the Board of Directors;
- ix. Ensures that all ASI members meet responsibilities as set forth by all governing documents and enforces the accountability requirements;

- x. Attends all leadership conferences/retreats;
 - xi. Maintains a minimum of ten office hours per week;
- c) Duties of the Vice President of University Affairs. The ASI Vice President of University Affairs shall have the following duties and responsibilities:
- i. Chairs the ASI University Affairs Committee and shall be responsible for organizing all student-campus related issues;
 - a) The University Affairs committee will have a cap of 6 members
 - ii. Chairs the ASI Academic Advisory Assembly and shall be responsible for relaying this information to the Executive Committee and the Board of Directors;
 - iii. Establishes annual goals and responsibilities of the ASI University Affairs Committee;
 - iv. Serve to advance the organization's image and student's rights through advocacy and representation in issues regarding higher education.
 - v. Oversee the development of policy position and student perspective resolutions and initiatives on behalf of organization and direct those resolutions to responsible individuals, the ASI Board of Directors and/or external organizations, as appropriate.
 - vi. Oversee assignments and projects related to Higher Education legislation and voter registration campaigns;
 - vii. Oversee and/or communicate with the following Directors and Liaisons:
 - a) One (1) Director from the School of Arts & Humanities;
 - b) One (1) Director from the School of Business & Public Administration;
 - c) One (1) Director from the School of Natural Sciences, Mathematics, & Engineering;
 - d) One (1) Director from the School of Social Sciences and Education;
 - e) Director of Transfer Students;

- f) Director of Graduate Students;
 - g) Director of Student Support;
 - h) Director of Legislative Affairs;
 - i) Director of Sustainability;
 - j) Academic Senate Liaison;
 - k) Alumni Association Liaison;
 - l) Student Union and Organizational Governance Liaison.
- viii. Oversees the progression of various initiatives set forth by the Directors within the University Affairs Committee;
 - ix. Oversee Campus Campaign Projects;
 - x. Communicate regularly with appropriate University staff (e.g. Residential Halls, Facilities, Food Services, etc.);
 - xi. Oversees the documentation and implementation of solutions regarding all Academic and University related issues and concerns of CSU Bakersfield students;
 - xii. Conducts student surveys pertinent to the ASI;
 - xiii. Attends all ASI leadership conferences/retreats;
 - xiv. Maintains a minimum of ten office hours per week;
 - xv. Abides by the University Affairs Code.
- d) Duties of the Vice President of Finance. The ASI Vice President of Finance (also known of the Chief Financial Officer) shall have the following duties and responsibilities:
- i. Chairs the ASI Finance Committee;
 - a) The Finance committee will have a cap of 4 members
 - ii. Establishes annual goals and responsibilities of the Finance Committee;
 - iii. Oversees and/or communicates with the following Directors:

- a) Director of Budget Management;
- b) Director of Clubs & Organizations Outreach;
- iv. Oversees the progression of various initiatives set forth by the Directors within the Finance Committee;
- v. Establishes annual goals and responsibilities of the Finance Committee;
- vi. Approves all expenditures from the ASI budget;
- vii. Prepares a financial report for the Board of Directors at the beginning of each semester;
- viii. Is a member of the ASI Audit Committee;
- ix. Can require a detailed financial report from any division, club, or activity of ASI;
- x. Proposes an annual fiscal budget to the Board of Directors at the beginning of each fiscal year, with consultation with the ASI President and ASI Executive Director;
- xi. Abides by the Club Funding Guidelines;
- xii. Monitors the manner in which ASI funds are spent by clubs and organizations;
- xiii. Assists clubs/organizations in funding jointly sponsored activities;
- xiv. Collaborates with other clubs, organizations, and departments to achieve an increase in student life on campus.
- xv. Prepares funding requests and resolutions for consideration of the Finance Committee;
- xvi. Communicates with all clubs/organization regarding funding requests;
- xvii. Accurately logs and maintains a list of funding requests approved by the Finance Committee;
- xviii. In collaboration with the ASI Executive Director, will monitor and recommend changes to the Finance Code and Guideline
- xix. Maintains records/history of club/organization requests for assessment;

- xx. Attends all leadership retreats/conferences i.e. Executive Officer training and Board orientation;
 - xxi. Maintains a minimum of ten office hours per week;
 - xxii. Abides by the ASI Finance Code.
- e) Duties of the Vice President of Campus Life. The ASI Vice President of Campus Life shall have the following duties and responsibilities:
- i. Chairs the Campus Life Committee;
 - a) The Campus Life committee will have a cap of 7 members
 - ii. Oversees and/or communicates with the following Director and Liaisons:
 - a) Director of Diversity and Inclusion;
 - b) Director of Greek Relations;
 - c) Director of International Student Relations;
 - d) Director of Student Athlete Relations;
 - e) Director of Student Housing Relations;
 - f) Director of Veterans Affairs;
 - g) Campus Programming Liaison.
 - iii. Oversees the progression of various initiatives set forth by the Directors within the Campus Life Committee;
 - iv. Establishes annual goals and responsibilities of the Campus Life Committee;
 - v. Conducts assessment of committee goals/activities;
 - vi. Appoints a representative to sit on the Campus Programming Committee;
 - vii. 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;
 - viii. Updates the Board on Campus Life recommendations;

- ix. Coordinates ASI involvement in Campus Programming events to further the goals and programs set by the committee;
- x. Publicizes all ASI-related services to CSU Bakersfield students;
- xi. Assists with publicizing all Campus Programming events and activities to students;
- xii. Develops student surveys to assess student programming needs;
- xiii. Serves as a voting member on the Student Union Governing Board;
- xiv. Attends all leadership retreats/conferences;
- xv. Maintains a minimum of ten office hours per week;
- xvi. Abides by the Campus Life code.

ARTICLE IX DIRECTORS

Section 1 General Duties of Directors.

- a) Each Director shall serve/represent the best interests of the constituents from their respective academic school(s) and/or the student body of CSU Bakersfield.
- b) Each Director shall serve as a voting member of the ASI Board of Directors.
- c) Each Director shall be responsible for all duties as articulated in the ASI Bylaws, Policies, Codes, etc. as passed by the ASI Board of Directors.
- d) Each Director shall be responsible for doing four (4) office hours per week.
- e) Directors must attend 80% of meetings each semester unless prior approval is given. Requests should be submitted to the EVP 48 hours in advance.

ARTICLE X
VACANCIES, RESIGNATIONS, AND REMOVAL FROM OFFICERS

Section 1 Vacancies in General. A vacancy of any office of ASI shall be deemed to exist on the occurrence of any of the following:

- i. The death, resignation, departure, or removal of the Officer;
- ii. One of the Officer positions is not filled through the duly held election or selection process.

Section 2 Resignation of an Officer. Any Officer of ASI may resign by giving written notice to the President of ASI and ASI Executive Director. The resignation shall be effective upon delivery of the notice, unless the notice specifies a later time for the effectiveness of such resignation. If the resignation is effective at a future time, a successor may be designated to take office when the resignation becomes effective.

Section 3 Removal of an Officer of ASI.

- a) Removal of Elected ASI Officers by Recall Election. An Elected officer of ASI may be removed by a vote of the members, or members from a particular academic school in the case of an Academic Director, at an election duly held under the authority of the ASI Election Code.
- b) Removal will require two-thirds (2/3) affirmative vote of the ASI Board of Directors.

Section 4 Filling Vacancies of an Officer of ASI.

- (a) Filling Vacancies of Appointed Officers. Vacancies of any Appointed Executive Officer or other Appointed Director shall be filled according to the processes outlined in the ASI Bylaws.
- (b) Filling a Vacancy of the ASI President. In the event that the President is unable to perform the functions of the office, is removed or resigns, the Executive Vice President shall become ASI President with all the rights and responsibilities therein.
 - i. In the event that the Executive Vice President is unable, unwilling or unavailable to perform the duties of the President, the Vice-President of Finance shall become ASI President with all the rights and responsibilities therein.

ARTICLE XI COMMITTEES

Section 1 Standing Committees. Standing Committees shall consist of University Affairs, Finance, Public Affairs, and Campus Life. Each committee shall follow the procedures and policies prescribed by their Codes.

- a) The standing committees of the ASI shall have the same general duties as the ASI Board of Directors set forth in these Bylaws.

Section 2 Executive Committee. The Executive Committee shall serve as a management group that operates solely for the benefit of ASI and its members.

- a) The Executive Committee shall consist of the President, the Executive Vice President, the Vice President of University Affairs, the Vice President of Finance, the Vice President of Campus Life, and Chief Justice.

- i. The ASI Executive Director, upon approval by the ASI President or majority vote of the Executive Officers, shall serve as advisor to the Executive Committee.

- b) The Executive Committee shall have the same general duties as the ASI Board of Directors set forth in these bylaws.

- c) During the summer and winter breaks when the ASI Board of Directors does not hold regular meetings, the Executive Committee shall be responsible for the execution of all ASI programs and all emergency matters concerning the ASI that arise. The Executive Committee may take action on financial matters, so long as such action is approved by a two-thirds (2/3) vote prior to the summer or winter break by the ASI Board of Directors.

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

- ii. The Executive Committee may not adopt or amend the ASI bylaws or make appointments to the Board of Directors during periods when they are acting on behalf of the Board of Directors.

Section 3 Ad Hoc Committees. The ASI Board of Directors shall have the authority to establish Ad Hoc Committees. The President shall have the authority to appoint the Chairs to those committees. The action establishing an Ad Hoc or advisory committee shall include the following:

- i. The purpose of the committee;

- ii. The date by which its work should be concluded and reported to the ASI Board of Directors;
- iii. The membership of the committee, including whether persons who are of members of the Board of Directors may serve on the Committee;
- iv. Such Committees shall act in advisory capacity to the Board of Directors only.

**ARTICLE XII
ADVISORY LIAISONS AND OTHER MEMBERS OF ASI**

Section 1 Composition and Responsibilities. The Administrative and Advisory liaisons, listed below, are responsible for the advisement of the ASI Board of Directors on issues either before the ASI Board of Directors, or that may be of interest to the Board of Directors.

- i. ASI Executive Director;
- ii. Administrative Support Assistant;
- iii. University President or designee;
- iv. Academic Senate Liaison;
- v. Alumni Association Liaison;
- vi. Campus Programming Liaison;
- vii. Student Recreation Center Liaison;
- viii. Student Union and Student Organizational Governance Liaison;
- ix. Runner Newspaper.

Section 2 Chair of the ASI Board of Directors. The ASI Chair shall conduct ASI Board of Directors 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.

- a) The Chair of the ASI Board of Directors shall be appointed by the ASI President and confirmed by two-thirds (2/3) majority vote.
- b) The Chair of the ASI Board of Directors shall be in charge of organizing

and compiling agenda items with the management team of ASI.

- c) The Chair shall follow the ASI Chair of the Board Policy and all responsibilities specified.

ARTICLE XIII OATH OF OFFICE

Section 1 Elected and Appointed Members. The Oath of Office of the ASI shall be affirmed by all newly elected or appointed members of ASI. The Oath of Office shall be a statement to defend the actions of the ASI, 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 the Oath. The Oath of Office shall be administered to the succeeding ASI President by the retiring ASI President, or designee. After the new ASI President is sworn in, they shall then administer the Oath of Office to the newly elected ASI members. Members that are appointed following the annual election shall be sworn in at the Board of Directors meeting in which they are appointed.

ARTICLE XIV EMPLOYEES

Section 1 In General. Salaried employees, including the Executive Director, shall assist the ASI Board of Directors in their duties. Salaries, working conditions, and benefits shall be set in accordance with applicable provisions of the California Education Code and the California Code of Regulations, Title 5.

- a) Salaried employees of the ASI are State employees under the Division of Student Affairs.

Section 2 ASI Executive Director. The ASI Executive Director shall have the following duties and responsibilities:

- a) Serves as the Chief Administrative Officer and Secretary of the Corporation;

- b) Supports the ASI Board of Directors in fulfilling their duties, responsibilities, and goals of the ASI;
- c) Shall keep a full and complete record of the proceedings of the Board of Directors and shall supervise the keeping of the records of meetings;
- d) In cooperation with the Board of Directors, serves as the University Administrator in charge responsible for the financial, legal, and administrative management of the ASI;
- e) Have general oversight responsibilities of all ASI employees;
- f) Serves as a member of the Student Affairs management team and reports directly to the Vice President for Student Affairs.

**ARTICLE XV
FINANCE AND AUDIT**

Section 1 Standards of Investment. All ASI funds shall be held, deposited, or invested in accordance with the provisions of applicable law, including without limitation the provisions of California Education Code section 89301 and California Corporations Code section 5240.

Section 2 Audit. The ASI shall annually contract for and receive an audit of the funds of ASI conducted by a certified public accountant, in accordance with California Education Code Section 89900. The audited financial statement shall be submitted and published as required by law.

- a) The ASI shall have an audit committee.

Section 3 Acceptance of Gifts. The ASI shall not accept and grant, contract, bequest, trust or gift unless it can be accepted and used for purposes consistent with policies adopted by the Trustees and the University.

Section 4 Use of Funds. The ASI Board of Directors, in accordance with the policies adopted by the Trustees and the University, shall approve all ASI expenditures and fund appropriations.

- a) The Board of Directors shall approve an annual budget based upon campus-based fees and submit to the University President for approval.
- b) 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.

**ARTICLE XVI
REFERENDUM**

- Section 1 Referendum Process. The ASI Board of Directors shall be empowered to place certain matters, questions, or initiatives before the student body.
- a) A majority vote of the Board of Directors shall be sufficient to bring matters to a referendum.
 - b) All referendums shall take place during the regularly scheduled Spring elections, unless otherwise noted.
 - c) All increases to Student Body Fee shall require a referendum before the student associates.
 - d) A referendum shall be successful when approved by a majority of the members casting votes in a general or special election.
 - e) Any successful referendum under this Section shall take effect at the beginning of the next fiscal year after the election.

**ARTICLE XVII
BYLAWS**

- Section 1 Copies of the Bylaws.
- a) An up-to-date copy of these Bylaws shall be maintained by the ASI Office and the Executive Vice President.
 - b) A copy of the current Bylaws shall be maintained on the ASI website for public viewing.
 - c) The ASI shall provide a complete copy of the ASI Bylaws to the CSU Chancellor's Office through the University's Vice President for Business and Administrative Services.
- Section 2 Amendments.
- a) Except as otherwise provided by these Bylaws, the ASI Board of Directors may adopt, amend, or repeal these Bylaws, or any part thereof, at any regular meeting of the ASI Board of Directors by a two-thirds (2/3) vote.

- b) 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 XVIII
MISCELLANEOUS PROVISIONS AND DEFINITIONS

Section 1 Definitions.

- a) 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.
- b) Fiscal Year shall begin on the first day of July and shall terminate on the last day of June of the following year.
- c) Majority shall constitute fifty percent plus one (50%+1) of the voting members present.
- d) 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; 11/14; 1/15; 3/16; 2/17; 2/18; 2/19)

Approved:

Ashley Schmidt, ASI President

Ilaria Pesco Executive Director