



Bylaws/ COP Subcommittee Meeting Minutes

Monday, September 25, 2017

12:00 pm – 1:30 pm; U-SU Board Room 303AB

Attendees: Bylaws and Judicial Review Committee & General Public

I. Organizational Items:

a. Call to Order

The meeting was called to order at 12:03 PM.

b. Roll Call

Jeovany Aguilar	Chief Justice	<input checked="" type="checkbox"/> Present
Gabriel Babuch	Associate Justice	<input checked="" type="checkbox"/> Present
Zermeen Vakil	Associate Justice	<input checked="" type="checkbox"/> Present
Rachel Duffy	Associate Justice	<input checked="" type="checkbox"/> Unexcused tardy 12:13
Adriana Navarette	Elections and Orientation Commissioner	<input checked="" type="checkbox"/> Unexcused absence
Vacant	Committee Member	<input checked="" type="checkbox"/> Vacant
Vacant	Board of Directors Representative	<input checked="" type="checkbox"/> Vacant
Dr. Gar Culbert	Faculty Member	<input checked="" type="checkbox"/> Early leave 12:50
Intef W. Weser	Executive Director	<input checked="" type="checkbox"/> Present
Carol Roberts-Corb	University President's Designee	<input checked="" type="checkbox"/> Present
Guests of the Gallery		

c. Approval of Agenda (action):

➤ Additional Notes (if necessary)

Offered By:	Zermeen V.	Seconded by:	Gabriel B.
Motion to approve the adoption of Agenda with stated edits for Monday, September 25, 2017. Discussion: Change date to the 25 th and correct location.			
Vote Tally:			
All in Favor:	ALL	Opposed:	0
		Abstained:	0
		Motion:	<input checked="" type="checkbox"/> PASSED <input type="checkbox"/> FAILED

d. Approval of Minutes (action):

Offered By:	Zermeen V.	Seconded by:	Gabriel B.
Motion to approve the minutes for May 5 th , August 28 th , and September 11 th , 2017 in a sweeping motion. Discussion:			
Vote Tally:			
All in Favor:	ALL	Opposed:	0
		Abstained:	0
		Motion:	<input checked="" type="checkbox"/> PASSED <input type="checkbox"/> FAILED

II. Public Forum/Announcement:

This time is allotted for members of the public or representatives to make announcements to the Bylaws Committee members.

- a. None.

III. New Business

IV. Action

- a. Review Policy 202 – Bylaws committee members will review and act on recommended edits to the Finance Funding Flowchart.

Offered By:	Rachel D.	Seconded by:	Zermeen V.					
Motion to approve the Finance Funding Flowchart. Discussion:								
Vote Tally:								
All in Favor:	ALL	Opposed:	0	Abstained:	0	Motion:	<input checked="" type="checkbox"/> PASSED	<input type="checkbox"/> FAILED

- b. Review Policy 214 – Bylaws committee members will review and act on recommended edits to the Finance Travel Policy.

➤ Spelling errors in 5.2.1

➤ Spelling error on the last page “travel clam”

Offered By:	Zermeen V.	Seconded by:	Gabriel B.					
Motion to approve the Finance Travel Policy. Discussion:								
Vote Tally:								
All in Favor:	ALL	Opposed:	0	Abstained:	0	Motion:	<input checked="" type="checkbox"/> PASSED	<input type="checkbox"/> FAILED

- c. Review Policy 225 – Bylaws committee members will review and act on recommended edits to the Signature Authorization Policy.

➤ 1. Two signatures necessary in all situations

Offered By:	Zermeen V.	Seconded by:	Rachel D.					
Motion to approve edits to the Signature Authorization Policy. Discussion:								
Vote Tally:								
All in Favor:	ALL	Opposed:	0	Abstained:	0	Motion:	<input checked="" type="checkbox"/> PASSED	<input type="checkbox"/> FAILED

- d. Review Policy 017 – Bylaws committee members will review and recommend edits to the Cabinet of Commissioners Code of Procedure.

1. Article I., add COC after the first time Cabinet of Commissioners is mentioned

2. Outsourcing housing commissioner

3. Veteran and housing payment options

4. \$600 per semester, biweekly 8 hours of work

Offered By:	Rachel D.	Seconded by:	Gabriel B.
Motion to approve and amend the Cabinet of Commissioners Code of Procedure Discussion:			

Vote Tally:						
All in Favor:	ALL	Opposed:	0	Abstained:	0	Motion: <input checked="" type="checkbox"/> PASSED <input type="checkbox"/> FAILED

V. Old Business

Removal of Appointed Members Language in Governing Codes of Procedures – The committee will review the language regarding removal of appointed members reflected in each Code of Procedures addressing allowable consecutive unexcused absences, unexcused absences, unexcused tardies, or unexcused early departures during any one (1) semester.

- Keep number of permitted unexcused absences in quarter system for semester system
- Mandate performance reviews
- 3 unexcused absences + 2 unexcused absences
- 3 unexcused absences and 2 unexcused absences required for removal
- Minor tardy vs major tardy
- Be on time in order to vote
- Chair recognizes arrival after completion of action item.

VII. Reports

- a. Chief Justice: **Jeovany Aguilar**
- b. Associate Justices
 - a. **Gabriel**
 - b. **Zermeen**
 - c. **Rachel**
- c. ASI Executive Director: **Intef Weser**

Viii. Adjournment

Offered By:	Rachel D.	Seconded by:	Gabriel B.			
Motion to adjourn the meeting at <u>1:30</u> PM. Discussion:						
Vote Tally:	all					
All in Favor:	ALL	Opposed :	0	Abstained:	0	Motion: <input checked="" type="checkbox"/> PASSED <input type="checkbox"/> FAILED

Associated Students, Inc.
Bylaws/COP Subcommittee Meeting
Summary of Actions Taken
Monday, September 25, 2017

Organizational Items

a. Approval of Agenda (action):

Offered By:	Zermeen V.	Seconded by:	Gabriel B.				
Motion to approve the adoption of Agenda with stated edits for Monday, September 25, 2017.							
All in Favor:	ALL	Opposed:	0	Abstained:	0	Motion:	<input checked="" type="checkbox"/> PASSED <input type="checkbox"/> FAILED

b. Approval of minutes

Offered By:	Rachel D.	Seconded by:	Zermeen V.				
Motion to approve minutes for 5/8, 8/28, and 9/11/17 in a sweeping motion.							
All in Favor:	ALL	Opposed:	0	Abstained:	0	Motion:	<input checked="" type="checkbox"/> PASSED <input type="checkbox"/> FAILED

c. Motion

Offered By:	Rachel D.	Seconded by:	Zermeen V.				
Motion to approve the Finance Funding Flowchart. Discussion:							
All in Favor:	ALL	Opposed:	0	Abstained:	0	Motion:	<input checked="" type="checkbox"/> PASSED <input type="checkbox"/> FAILED
Offered By:	Zermeen V.	Seconded by:	Gabriel B.				
Motion to approve the Finance Travel Policy. Discussion:							
All in Favor:	ALL	Opposed:	0	Abstained:	0	Motion:	<input checked="" type="checkbox"/> PASSED <input type="checkbox"/> FAILED

Offered By:	Zermeen V.	Seconded by:	Rachel D.				
Motion to approve and amend the Signature Authorization Policy.							
All in Favor:	ALL	Opposed:	0	Abstained:	0	Motion:	<input checked="" type="checkbox"/> PASSED <input type="checkbox"/> FAILED

Offered By:	Rachel D.	Seconded by:	Gabriel B.				
Motion to approve the recommended edits to the Cabinet of Commissioners Code of Procedure.							
All in Favor:	ALL	Opposed:	0	Abstained:	0	Motion:	<input checked="" type="checkbox"/> PASSED <input type="checkbox"/> FAILED

c. Adjournment

Offered By:	Rachel D.	Seconded by:	Gabriel B.				
Motion to adjourn the meeting at 1:30 pm .							
All in Favor:	ALL	Opposed:	0	Abstained:	0	Motion:	<input checked="" type="checkbox"/> PASSED <input type="checkbox"/> FAILED

VIII. CERTIFICATION

Official Minutes taken for the **BYLAWS COMMITTEE MEETING** of the Associated Students, Inc., Cal State L.A. held on Monday, September 25, 2017 in the U-SU Board Room, U-SU 303AB. Approved by the A.S.I. Bylaws Committee on: _____.

Prepared by:

Recording Secretary and Committee Chair

Confirmed by:

Secretary/Treasurer