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ASSOCIATED STUDENTS, INC.	Administrative Manual		Formatted	
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Article I	Authority and Function		Formatted	
	Ill act as the governing procedures for the Judicial Review Committee (JRC) of the		Formatted	 [
Associated Stud	ents, Incorporated (ASI) of California State University, Los Angeles.		Deleted: A. review, upon appeal, decisions	of th
Section 1 – <u>Auth</u>	ority		<b>Deleted:</b> Do we want it to just by Bylaws	 []
he nower of the	e Judicial Review Committee is derived from the Associated Students, Inc. Bylaws, Article		Formatted	
C, Section 6.	s such a new over committee is derived from the Associated students, inc. byidws, Altore		Deleted: Is there a difference between resolv	e al
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Section 2 - <u>Func</u> The Judicial Revi	tion iew Committee shall:	>	Formatted	[
	propriate legal consultation, have the power to declare corporation action contrary to		Formatted	
the Article Board of	es of Incorporation, Bylaws, or any Code. Such declarations shall then be referred to the Directors for immediate remedial action pursuant to Bylaws Article VI, Section 1, Clause,		Deleted:	<u>(</u>
B. Act as ar	n advisory committee to the ASI Board of Directors.		Formatted	_
	all elections results.	>	Formatted	
	ee Code of Procedure.	>	Formatted	
	prievances between regular members of the Associated Students, Inc., as defined in the	111>		<u> </u>
	rs, and all elected and appointed officers of ASI relative to the functioning of ASI, er grievances or issues referred to the JRC by the BOD, or University President,	>	Formatted	
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RTICLE II	MEMBERSHIP AND DUTIES		Formatted	
	ng Membership	///	Formatted	
he voting mem aculty member	bership of the JRC shall consist of a Chief Justice, three (3) Associate Justices and one (1)		Formatted	
A. The Chief	Justice and the Associate Justices shall be recommended by the ASL President and	11	Deleted: <#>A. The Chief Justice and the	
	d by a two-thirds (2/3) vote of the BOD.	///	Formatted	
	ne justices may not hold any elected or appointed office within AS <u>I.</u>	///	Formatted	
de	efined by the University Registrar.	1	Deleted: Programs	
	ty member shall be recommended by the Committee on Committees of the Academic nd shall be approved by a two-thirds (2/3) vote of the BOD.		Formatted	
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	roting Membership nembership of the JRC, shall consist of the University President or his/her designee and the	15		
SL <mark>Senior</mark> Coorc		//	b 6	[
otion 2 Dutte	er of the Chief Justice	//	Formatted	
CIION 3 - <u>DUTIE</u>	es of the Chief Justice	//	Moved (insertion) [2]	
e Chief Justice	e shall preside over all proceedings of the Committee.	1	ASI	
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	Page <b>1</b> of <b>6</b> Associated Students, Inc. Judiciary Policies – Policy 301,	$\searrow$	Formatted	
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A. The Chief Justice shall ensure that all established rules and procedures of the Committee are adhered to.

B. The Chief Justice shall be the official spokesperson of the Committee.

C. Serve as the chair of the Bylaws and COP Subcommittee

D., In the event that the Chief Justice resigns or is absent, the JRC shall appoint an interim Chief Justice from the Associate Justices. The interim Chief Justice shall occupy this position until the position is filled by the BOD in

accordance with Article 2, Section 1, A of these codes.

Section 4 - Responsibilities of the ASI Vice Chair for the Judicial Review Committee

The role and responsibility of the ASI Vice Chair for Judicial Review Committee shall be performed by an Associate Justice member. By the second official meeting the committee will appoint a committee member as Vice Chair. If the Vice Chair is an appointed ASI member their time served in this role will count as two of their required service hours.

A. Be recommended by the ASI Chief Justice to committee, with a majority vote of the committee.
 B. Be responsible for preparation of the minutes for the Judicual Review Committee and to ensure that copies of those minutes are entered into the minutes at the next meeting of the Board of Directors
 C. Act in the capacity of the chair in their absence.

Section 5 – Duties of the Associate Justices

Page 2 of 6 Associated Students, Inc. Judiciary Policies – Policy 301

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Jhe Associate Justices shall:	//	Formatted	·
A. Be members of the JRC, as outlined in Article I, Section 2 of these codes.		Deleted: b	
B. Be members of the ASL Bylaws and Codes of Procedure Subcommittee.	_	Formatted	[
A. Reports	$\searrow$	Formatted	 [
1. Bi-weekly report		Formatted	
a. All Justices shall submit a report to the ASI Secretary/Treasurer and the ASI President that details the times, dates, places and description of all ASI -related activities to be counted for	-l	Formatted	
details the times, dates, places and description of all ASI-related activities to be counted for service hours.			
b. Bi-weekly reports are due by noon on the Wednesday before each BOD meeting		Formatted	
2. State of Affairs		Deleted: 5	
a. All Justices shall submit a report to the ASI Secretary/Treasurer and the ASI President on the state of affairs of the Associated Students, Incorporated.		Formatted	
b. State of Affairs reports are due by noon on the Thursday of the seventh (7/10) week of the		Formatted	
semester.		Deleted: he/she may be removed by an	
B. Meetings All Justices are required to attend committee meetings that they have been appointed onto.		Deleted: ¶	
<ol> <li>All Justices shall be a member of at two the ASI standing committees and serve as parliamentarian.</li> </ol>		Formatted	
C. Specific Duties		Deleted: ¶	
<ol> <li>Each Justices member shall be responsible for carrying out the duties specified in the ASI Bylaws.</li> <li>In addition to the above requirement, Justices members shall be responsible for a minimum of two</li> </ol>	11	Deleted: ¶	
(2) office hours per week to be held in the ASI office.		Formatted	·
a. Office hours must be scheduled with the ASI Secretary/Treasurer during the first week of each		Formatted	
semester during the director's term of office. b. Any change in these office hours is to be reported to the ASI Secretary/Treasurer immediately.	$\Pi$	Deleted: II	
3. Each Justices shall assist with the development and implantation of a Roberts Rules Training for ASI	111	Deleted:	
Members throughout the year.		Deleted: _	
<ol> <li>Each ASI member shall satisfy the following minimum hours of specific duties per position:</li> <li>a. Chief Justice, Academic Senator = 8 hours</li> </ol>		Formatted	[
b. Associate Justice = 4 hours		Deleted: _	
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D. Service		Formatted	[]
1. Each Justices shall be responsible for fulfilling a minimum number of service hours to the university		Formatted	[
<u>community on behalf of the ASI per week beyond attendance at required meetings.</u> 2. Each ASI member shall satisfy the following minimum hours of Service Hours per position:		Formatted	 [
a. Chief Justice, = 6 hours	11//	Formatted	 [
b. Associate Justice & Cabinet of Commissioners = 2 hours		Deleted: ? (Is a student body (JRC) able to	 [
Section <u>6</u> ,- <u>Removal of a Justice</u>			[]
In the event that a justice or <u>Chief Justice</u> is found to have been derelict in his/her duties or failed to maintain qualifications for membership on the JRC, the process of removal shall follow that of Policy	////	Formatted	····
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Article III. Non-Election Grievance, Hearings Hearings that do not pertain to the ASL elections shall follow the guidelines delineated in this article.	////	Deleted:	
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Section 1 - <u>Commencing a Hearing</u>	W / X	Formatted	[
A. The plaintiff(s) shall file a Hearing Request Form with the Chief Justice through a scheduled meeting in person. This request must name the defendant(s), state code violations, describe the		Formatted	 []
charges being filed, and list any witnesses. Any submitted petition in connection with a grievance		Formatted	 []
must accompany the Hearing Request Form.		Formatted	 []
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B. A copy of the request form must also be delivered in person, by the plaintiff(s) to the defendant(s). If undeliverable in person, the JRC may use reasonable means to deliver the request form.	//	Formatted	<b></b>
C. The defendant(s) must file a written reply with the Chief Justice of the JRC, through a scheduled	//	Formatted	[
meeting in person within five (5) business days after receiving the request of the hearing.		Deleted: .R	[
present, voting membership), based solely on the written documents filed by the plaintiff(s) and		Deleted: .R	[
defendant(s), within ten (10) business days after the defendant(s) have	///	Formatted	[
been notified of the request for hearing, regardless of whether a rebuttal has been lodged by the defendant(s). If a case is accepted, a hearing date shall be determined.	1117	Formatted	 [
. All parties shall be informed in writing of the decision (and hearing date(s), if applicable) within two (2) $/$	$   \rangle$	Formatted	2
business days following this meeting.		Deleted: .S	
Section 2 - <u>Rules of Hearing</u>		Formatted	<u>[</u>
A. The JRC, by its own motion, may limit the time allowed for each case, testimony, and number of	>		[
witnesses. However, both sides shall be treated equally in such allotments. 3. A postponement of the hearing may be granted by a majority vote of the JRC if the		Formatted	(
defendant(s) can show just cause.		Deleted: .R.	(
C. Representation by proxy for either party shall be permitted through the following process:		Deleted: <object>J.R.C.¶</object>	
<ol> <li>The party requests permission to be represented by proxy at least twenty-four (24) hours prior to the hearing. This request should be in writing (in a letter) to the Chief Justice.</li> </ol>		Formatted	
2. The Chief Justice shall decide whether to allow the party to be	////	Formatted	
represented by proxy. D. Proxies must be faculty, staff, or regular members of ASL as defined in	(	Formatted	[
he Bylaws.		Formatted	
. If the plaintiff(s) or proxy is not present at the set hearing, the case shall be dismissed.		Formatted	[
. If the defendant(s) or proxy is not present at the set hearing, the status of the hearing will be determined by the JRC.		Deleted: (not all CSU's have this in closed	 [
· · · · · · · · · · · · · · · · · · ·		Deleted: executive	
Section 3 - <u>Order of Hearing</u> A. The Chief Justice shall read the charges brought forth by the plaintiff(s).		Deleted: G	
3. The plaintiff(s) shall confirm the charges and present his/her case, subject to cross-examination by the $\parallel$		Deleted: F.	
defendant(s) and then the		Formatted	
C. The defendant(s) shall present his/her case, also subjected to cross-examination by the plaintiff(s) and then the JRC.	1///>	<b>Deleted:</b> and the option is exercised by a	<u></u>
D. After both cases have been presented, closing arguments shall be made by the plaintiff, and		Deleted: Associated Students, Inc. Judiciary	
then the defendant. The JRC may make further inquiries after each argument. After the closing arguments, the JRC shall have the option of deliberating in <u>closed</u> session	1/5	Deleted: H	(
Upon the end of deliberation, the Committee shall take a vote in open session and the majority.		Deleted: F	
opinion shall be expressed.	//	Deleted: A	
Jhe, majority opinion shall be written and released within one week. The majority opinion must be signed by a majority of the voting members of the JRC Any member of the JRC, may write a		Formatted	
dissenting or concurring opinion. All opinions must be posted.	2	Formatted	<u>[</u>
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ARTICLE JV. ELECTION HEARINGS		Deleted: V	_
ection 1 – Hearing Procedures		Formatted	[
tearings pertaining to elections shall follow the guidelines delineated in the Non-Elections Hearings equirements with the exceptions listed in this article.	$\mathbb{N}$	Deleted: <u>IV</u>	
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A. A copy of the request will then be posted immediately on the bulletin board outside of the A.S.I.		Deleted: _	
Administrative Office. B. It is the duty of every candidate to check the board daily for hearing notices or possible complaints		Formatted	
bdged against them.		Moved down [1]: Hearings pertaining to	
C. The JRC shall decide within one (1) business day after receiving the hearing request form whether	]]]][	Formatted	
or not the case shall be heard, based solely on the written Hearing Request Form. The JRC must meet in person where reasonably possible to decide whether or not to hold a hearing. In the event		Moved (insertion) [1]	
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that a physical meeting cannot take place, all members of the JRC will be provided with the	Deleted:	$\neg$
submitted Hearing Request Form. All voting members of the JRC, must then present the Chief Justice with a document containing their decision.	Deleted:	$\neg$
D. The decision to hold a hearing shall be posted on the bulletin board.	Deleted:	$\neg$
Section 2 – General Elections Violations	Deleted: Section 16 - Application of General	
Section 2 - General Elections Violations	Formatted	
Violations pertaining to elections shall be defined below:	Formatted	
A. Minor violations of the Elections Committee Code of Procedures by an individual/candidate/slate/campaign volunteers shall consist of one entire act, which must be	Formatted	$ \leq$
corrected within the twenty-four hour time period from the time of written grievance of such violation.	l	
These minor violations may include, but not be limited to:	Formatted	
i. Posters partially or completely covering other campus notifications, department notifications,	Deleted:	
or other candidates' flyers. ii. Posting on trees, building walls, pillars or doors.	Formatted	
iii. Posting on any cement walls or other textiles (posts, pillars, waste receptacles) on or around	Formatted	
<u>campus</u>	Deleted:	
iv. Placement of any posters without prior Elections & Orientation Commissioner Approval.	Formatted	
v. Four minor violations will equal one major violation.	Deleted:	$\neg$
B. Major violations of the campaign rules by an individual/candidate/slate/campaign volunteers, may	Formatted	
include but are not limited to:	Deleted:	
i. Use of menace, force, threat or any unlawful means towards any voter to hinder or deter such	Formatted	
voter from voting, or directly or indirectly offering any bribe, reward, or anything of value to a voter in exchange for the voter's vote for or against any candidate.		
ii. Tampering or alternation of any official election material or ballot without authorization.	Deleted:	
iii. Failure to attend and participate in required debates.	Formatted	
iv. Failure to adhere to A.S.I. campaign spending limits	Deleted:	
v. Submitting a false expenditure form. This includes submitting an expenditure form that does not include all expenditures up to the specified date.	Formatted	
vi. Non-compliance in submission of itemized reports on time with receipts attached.	Formatted	)
vii. Removal or defacement of lawfully placed political advertising without authorization.	۸ <i< td=""><td><math>\neg</math></td></i<>	$\neg$
viii. Use of A.S.I. equipment or supplies for campaign purposes, including phones, office machines,	Deleted:	J
office space, and email accounts. ix. Violating the Cal State L.A. IT Policy, Residence Hall Policy, or the Facility Services Policy as	Formatted	
defined in the Candidate's Packet	Moved (insertion) [2]	$\neg$
x. Interference with the academic instruction of University classes		$\neg$
xi.       Violating state or federal phone solicitation laws,         xii.       Other gross or intentional misconduct as perceived by the Elections Committee of such.	Cal	
violation.		
C. In all instances, the actions of a candidate's authorized agents shall be constructed as the action of	Deleted:	$\dashv$
the authorizing candidate.		
Section 3 - Penalties for Major and Minor Violations	ASI	
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The Elections Committee and J.R.C. have the right to impose any or all of the following sanctions against an		
individual/candidate/slate/campaign volunteers who is found to have violated the Elections Committee	Formatted	
Code of Procedure. In addition any major or minor violations that break university policies or procedures.	Formatted	
concerning student behavior may be subject to student disciplinary action by the University.	Formatted	
A. Minor Violation	Formatted	)
i. Given a warning and required to cease and desist.	Formatted	
ii. Community Service within the campus.	Formatted	
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Associated Students, Inc. Judiciary Policies – Policy 301,		

iii. Require an individual/candidate/slate/campaign volunteers to refrain from any/all types of campaigning for a period of at least one hour, not to exceed a period of two weeks, prior to or during the course of the election (including during the hours of voting).

# B. Major Violation

a. Recommend to the A.S.I. J.R.C. that a candidate/slate be disqualified from assuming office.
 b. Restriction from participating for a period of up to one school year in A.S.I. paid or volunteer positions.

#### ARTICLE V. Section 1 – Meetings

# MEETINGS

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A. The Justices shall determine, at the beginning of each semester, the time, day, and place for possible meetings of the Committee. Such times and places shall be convenient for the faculty member.

B. Justices must attend all meetings unless a notice of absence has been submitted at least 24 hours in advance to the Chief Justice. C. Members of the Committee may <u>recuse</u> themselves from any case of the Committee if a conflict of interest exists.

## Section 2 - Quorum

Quorum shall be defined as three (3) voting members. For the purposes of establishing quorum, the chair shall be counted among the voting membership.

### Section 3 - Special and Emergency Meetings

The JRC may meet on a special and emergency basis. When a special meeting is necessary, the Chief Justice shall call the meeting through a written notice to all members no less than twenty-four (24) hours prior to the meeting. In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, a legislative body may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement, or both. Emergency situations are defined in the Gloria Romero Open Meeting Act of 2000. An emergency meeting may be called by either the Chief Justice, or through a request to the Chief Justice by three (3) voting members of the JRC.

#### AMENDMENTS ARTICLE VIL Proposed amendments to these codes shall be submitted by a majority vote of the JRC to the ASL Bylaws and Codes of Procedure Subcommittee for their review and approval prior to submitting the proposed changes to the BOD for their two-thirds (2/3) approval. Policy History: Revised: 12/81 Revised: 01/82 10/85 Revised Revised: 10/85 10/85 Approved: Revised: 04/99 04/01 Revised: 11/08 Revised Approved: 04/10

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