



August 1st, 2024

To: ASI Board of Directors
From: Cindy Nguyen, ASI Chief of Staff

Notification - Maximum Unexcused Absences of ASI Board Members

Elected ASI student leaders begin their term in office on June 1, as indicated in the [ASI Bylaws](#). Over the summer, training and orientation sessions are required to prepare student leaders for their responsibilities. Missing any of these sessions is detrimental to their ability to serve in ASI and is not permitted without prior approval by the ASI Executive Director.

Kimberly De La Cruz was appointed on June 10th of Summer 2024 as the College of Business and Economics Representative for ASI. Kimberly did not attend the mandatory ASI Trainings and BOD on July 11, July 18, and July 25 with no prior notification or follow up thereafter. Kimberly did not respond to emails or phone calls/texts about her absence, nor did she try to contact ASI to obtain the information she missed. Kimberly also missed all three Summer biweekly reports and has not made an effort to do a late submission.

Under the ASI Bylaws, Article VI, Section 3.D, attendance at ASI and University meetings is required to fulfill the responsibilities of ASI leadership roles. Kimberly has failed to attend the required meetings and trainings and has been unresponsive to attempts to contact her.

In such cases, the ASI Bylaws states in Article V, Section 3, that a Board member may be removed by the Board for failure to meet their leadership responsibilities. An email was sent to Kimberly on July 18 requesting that she inform ASI whether she plans to fulfill the responsibilities of her position by July 19, 2024. The email stated, that failure to respond or communicate with ASI would result in ASI's assumption that Kimberly is resigning from her position. As of August 1st, Kimberly has yet to acknowledge or respond to any requests.

Kimberly's unexcused absences and lack of communication with ASI is unacceptable, and as such, is recommended to the Board that Kimberly be formally removed from her position as the College of Business and Economics Representative, effective immediately.