



# Bylaws/ COP Subcommittee Meeting Minutes

Tuesday, November 17, 2015  
 3:15 pm - 4:30 pm; A.S.I. Conference Room U-SU 203  
 Attendees: Judicial Review Committee & General Public

**I. Organizational Items:**

**a. Call to Order**

The meeting was called to order at 3:22 PM.

**b. Roll Call**

Frances Tsai	Chief Justice	<input checked="" type="checkbox"/> Present
Joanna Tien	Associate Justice	<input checked="" type="checkbox"/> Present
Salvador Alejo III	Associate Justice	<input checked="" type="checkbox"/> Present
Melody Liu	Associate Justice	<input checked="" type="checkbox"/> Present
Alejandro Gamboa	Student Representative at Large	<input checked="" type="checkbox"/> Present
Ishan Shah	Elections and Orientation Commissioner	<input checked="" type="checkbox"/> Excused Absent
Megan Marie Dia	Board of Directors Representative	<input checked="" type="checkbox"/> Excused Absent
Dr. Martin Adamian	Faculty Member	<input checked="" type="checkbox"/> Excused Absent
Ashley Joseph	Programs Coordinator	<input checked="" type="checkbox"/> Excused Absent
Intef W. Weser	Executive Director	<input checked="" type="checkbox"/> Excused Late 3:30 PM
Letycia Gomez	University President's Designee	<input checked="" type="checkbox"/> Excused Absent
Guests of the Gallery	➤ Antonio Canzona	

**c. Approval of Agenda (action):**

➤ Additional Notes (if necessary)

<b>Offered By:</b>	<b>Joanna T.</b>	<b>Seconded by:</b>	<b>Salvador A.</b>
Motion to approve the adoption of Agenda for Tuesday, November 17, 2015. Discussion:			
<b>Vote Tally:</b>			
<b>All in Favor:</b>	<b>ALL</b>	<b>Opposed:</b>	<b>0</b>
		<b>Abstained:</b>	<b>0</b>
		<b>Motion:</b>	<input checked="" type="checkbox"/> <b>PASSED</b> <input type="checkbox"/> <b>FAILED</b>

**d. Approval of Minutes (action):**

➤ Additional Notes (if necessary)

<b>Offered By:</b>	<b>Melody L.</b>	<b>Seconded by:</b>	<b>Alejandro G.</b>
Motion to approve the adoption of Minutes for Tuesday, November 3, 2015. Discussion:			
<b>Vote Tally:</b>			
<b>All in Favor:</b>	<b>ALL</b>	<b>Opposed:</b>	<b>0</b>
		<b>Abstained:</b>	<b>0</b>
		<b>Motion:</b>	<input checked="" type="checkbox"/> <b>PASSED</b> <input type="checkbox"/> <b>FAILED</b>

**II. Public Forum/Announcement:**

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

**III. Action Items**

a. Bylaws & JRC Committee Policy 301 – The committee will take action on suggested changes to the policy.

<b>Offered By:</b>	<b>Salvador A.</b>	<b>Seconded by:</b>	<b>Melody L.</b>
Motion to approve Policy 301 Discussion: <ul style="list-style-type: none"> <li>➤ Frances: We've had this on the agenda for multiple meetings because we had to make sure that we looked at it with policy 20.</li> <li>➤ Intef: So we could consider just eliminating this external process and referring. One option was to scratch section 5, refer to 20. The second option is to reword 301 and come up with a new system.</li> <li>➤ Intef: Last year, we voted on it. We followed policy 20 in removal of a justice. We should refer to policy 20 to make things consistent.</li> <li>➤ Frances: If we're checking within each other, it's problematic because we're trying to remove one of our own. Section 5, taking A B C D out and making a reference that we're going to follow section 20.</li> <li>➤ Only the BOD would be holding.</li> <li>➤ Antonio: Last year, what policy did you guys do?</li> <li>➤ Intef: We followed policy 20 which is why we're cutting this out.</li> <li>➤ Frances: The change will be the following: "In the event that a justice or a chief justice were to neglect his or her duties or failed to maintain their qualifications under the JRC, the process of the removal shall follow that of policy 20."</li> <li>➤ Antonio: What was done last year was wrong, we didn't follow the right policy. I want to grant authority to section 5 to policy 20. Every policy should have authority granted.</li> <li>➤ Frances: When we say authority listed over to finance committee, it just means that the policy refers to that one committee. Authority is just the codes of procedures. They're referencing each other. Policy 20 is fine because they refer to the codes and procedures. We're not granting authority policy 20 because it's not specific to one committee.</li> <li>➤ Intef: What's interesting about section is that it's JRC and it refers to BOD. It should specify section 5 301, in place of this site, items that Executive Committee should make the recommendation.</li> <li>➤ Alejandro: If we're saying that the reason why we're referring to policy 20 is because of checks and balances, JRC still reviews the BOD's decision for validation, so would that not be counterproductive?</li> <li>➤ Intef: All removal is Executive, and then goes to the Board. If we may overturn the Executive, it'd still go to the Board. JRC is not the final say. We don't need to specify. We can only make a recommendation. The process still goes there, done properly, should be able to approve directly. JRC only looking over if it was done correctly, no actual say, but rather if they really did follow through.</li> </ul>			
<b>Vote Tally:</b>			
<b>All in Favor:</b>	<b>ALL</b>	<b>Opposed:</b>	<b>0</b>
		<b>Abstained:</b>	<b>0</b>
		<b>Motion:</b>	<input checked="" type="checkbox"/> <b>PASSED</b> <input type="checkbox"/> <b>FAILED</b>

b. Policy 213 Academic/Student Organization Travel – The Bylaws committee will review approved policy changes recommended by the Finance Committee.

<b>Offered By:</b>	<b>Melody L.</b>	<b>Seconded by:</b>	<b>Salvador A.</b>
Motion to approve Policy 213 Discussion: <ul style="list-style-type: none"> <li>➤ Frances: 213 Finance committee approved of this policy, said changes are all on page two. Changes are all listed.</li> <li>➤ Antonio: Was a big discussion on how to change it. Incorporate clubs under the University. They wanted the definition to be under University - just clarify the university is the entity for hiring staff. Previously funding requests - the club funded the 30% not the University (Sponsoring clubs/organizations). Cash checks that the funding was in the university and we provided the 30%, or the organization provided the 30%.</li> </ul>			

- Frances: The changes look good. The changes from University funding and club funding are clear. Everything is in line. 5.7.7 does not make sense – grammar-wise; should move the "upon" phrase to the end.
- Antonio: In "a complete academic student travel request form," the complete should not be needed.
- Melody: Doesn't really matter, but the complete C.S.I registration form should be put in for clarification.
- Frances: Add in "complete" to CSI registration.
- Intef: An evaluation report should be provided under return (or upon return).
- Frances: The change would be "An event evaluation and report about what was accomplished should be submitted upon return."
- Antonio: Should we add the RPP? I don't want it to be separated.
- Intef: Should be upon the return.
- Frances: Should be up to the discretion of Finance. Here at Bylaws, we just want to make sure the policy is sound and ready to go.
- Intef: This is similar to the UAS funding. When we approve a club for food, we ran into problems in the past, because they haven't filled out an evaluation with a receipt.
- Intef: Here may be a place to say that, clubs have to do an evaluation, we don't have to make reference here because it's already in the RPP; it states that it's in the evaluation already.
- Frances: One of the references to the policy is already in 213

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

- c. A.S.I. Direct Funding Allocation Guidelines 2015-16 – The Bylaws committee will review approved policy changes recommended by the Finance Committee.

<b>Offered By:</b>	<b>Alejandro G.</b>	<b>Seconded by:</b>	<b>Melody L.</b>			
Motion to approve the A.S.I. Direct Funding Allocation Guidelines 2015-16.						
Discussion:						
<ul style="list-style-type: none"> <li>➤ Frances: Changes, updated references, update the inflation, I'll let Antonio explain everything.</li> <li>➤ Antonio: Previously, meals were separate and now they're all grouped together as "meals" rather than, breakfast, lunch, dinner, to make it less confusing. Inflation changes monthly. I ran them through a calculator, averaged them all, and rounded to quarter dollar, so the prices should be correct. Conferences up to said amount. We can only fund up to 3. Under clothing, next page we can do t-shirts - Print costs, must have a ASI logo, good practice to restate. Must have a confirmation for sweatshop free. We decided if A.S.I. funds any equipment it is A.S.I. owned, but the club can maintain custody for storage purposes.</li> <li>➤ Frances: "Fund CSULA" change it to Cal State LA under the new brand.</li> <li>➤ Joanna: The ASI website is listed wrong</li> <li>➤ Antonio: It still redirects so it's fine.</li> </ul>						
<b>Vote Tally:</b>						
<b>All in Favor:</b>	<b>ALL</b>	<b>Opposed:</b>	<b>0</b>	<b>Abstained:</b>	<b>0</b>	<b>Motion:</b> <input checked="" type="checkbox"/> <b>PASSED</b> <input type="checkbox"/> <b>FAILED</b>

#### IV. Information Items

- A. Meeting Procedures & Parliamentary Guidelines Policy 303 – The Bylaws committee will review recommended policy changes.
- Antonio: Can we apply what's under Board of Directors COP into here?
  - Frances: What policy 303 can act as is a cheat sheet of all the main procedures and parlipro. This could be a reference section.
  - Melody: We should enforce the speaking twice rule and put it in the policy.
  - We need to create a reference section so people can see the original document.
  - Intef: Should come before section 2 article 2 and should have reference.
  - Antonio: There are special meetings and general meetings. There should be a section saying that it applies to emergency meetings as well. Under these changes, current uniformity; there's a section in the BOD policies that also state procedures and parliamentary guidelines.

- Antonio: There's a numbering issue in the document - Jumping to already A from article III.
- Antonio Article 4 - all the meetings are in the BOD; has a lot of information.
- Frances: I'll take a look at it and see if it applies to every committee.

**V. Discussion**

- a. Parliamentary Procedures - The committee will discuss plans on improving parliamentarian roles and informing other officers about Robert's Rules and Parliamentary Procedures.
- Frances: Marcus said that we should play a ten minute video about parli pro before the BOD. Tell people to arrive at 3:15 instead of 3:20.
  - Frances: Don't talk on anything that is on the table. Don't be afraid to bring up points of order.
  - Frances: Parliamentarian shouldn't take part in any conversation. You should be unbiased and the judge. Do not contribute. Outside the meeting if you are asked about where you stand on the topic discussed at the meeting, you should be careful how to phrase things.
  - Antonio: I looked up the speaking twice rule. Mention there's a loophole, besides just deferring time. You can make amendment to do nothing, continuing speaker and give more time.
  - Frances: Everyone should say something at least once. That's why the rule is there.
  - Intef: When there's a repetitive stuff, we need to move on to new information to help the conversation. Speak to the motion.
  - Frances: There should be a conversation with the chair. There should be a time limit on discussion items.
  - Intef: Meeting should be a meeting, take action, do a meeting, do not waste time during a meeting.

**VI. Reports**

- a. Chief Justice
- b. Associate Justices
- c. Programs Coordinator: **Ashley Joseph**
- d. University Designee: **Letycia Gomez**
- e. Faculty Advisor: **Dr. Martin Adamian**
- f. A.S.I. Executive Director: **Intef W. Weser**

**VII. Adjournment**

<b>Offered By:</b>	<b>Salvador A.</b>	<b>Seconded by:</b>	<b>Melody L.</b>		
Motion to adjourn the meeting at <b>4:27 pm.</b>					
Discussion:					
<b>Vote Tally:</b>					
<b>All in Favor:</b>	<b>ALL</b>	<b>Opposed:</b>	<b>0</b>	<b>Abstained:</b>	<b>0</b>
<b>Motion:</b> <input checked="" type="checkbox"/> <b>PASSED</b> <input type="checkbox"/> <b>FAILED</b>					

Associated Students, Inc.  
Bylaws/COP Subcommittee Meeting  
**Summary of Actions Taken**  
Tuesday, November 17, 2015

**Organizational Items**

**a. Approval of Agenda (action):**

<b>Offered By:</b>	Joanna T.	<b>Seconded by:</b>	Salvador A.
Motion to approve the adoption of Agenda for Tuesday, November 17, 2015.			
<b>All in Favor:</b>	ALL	<b>Opposed:</b>	0
<b>Abstained:</b>	0	<b>Motion:</b>	<input checked="" type="checkbox"/> PASSED <input type="checkbox"/> FAILED

**b. Adoption of Minutes (action):**

<b>Offered By:</b>	Melody L.	<b>Seconded by:</b>	Alejandro G.
Motion to approve the adoption of Minutes for Tuesday, November 3, 2015.			
<b>All in Favor:</b>	ALL	<b>Opposed:</b>	0
<b>Abstained:</b>	0	<b>Motion:</b>	<input checked="" type="checkbox"/> PASSED <input type="checkbox"/> FAILED

**Action Items**

**a. Bylaws & JRC Committee Policy 301 – The committee will take action on the suggested changes to the policy.**

<b>Offered By:</b>	Salvador A.	<b>Seconded by:</b>	Melody L.
Motion to approve Policy 301 with said changes.			
<b>All in Favor:</b>	ALL	<b>Opposed:</b>	0
<b>Abstained:</b>	0	<b>Motion:</b>	<input checked="" type="checkbox"/> PASSED <input type="checkbox"/> FAILED

**b. Policy 213 Academic/Student Organization Travel – The Bylaws committee will review approved policy changes recommended by the Finance Committee.**

<b>Offered By:</b>	Melody L.	<b>Seconded by:</b>	Salvador A.
Motion to approve Policy 213 with said changes.			
<b>All in Favor:</b>	ALL	<b>Opposed:</b>	0
<b>Abstained:</b>	0	<b>Motion:</b>	<input checked="" type="checkbox"/> PASSED <input type="checkbox"/> FAILED

**c. A.S.I. Direct Funding Allocation Guidelines 2015-16 – The Bylaws committee will review approved policy changes recommended by the Finance Committee.**

<b>Offered By:</b>	Alejandro G.	<b>Seconded by:</b>	Melody L.
Motion to approve the A.S.I. Direct Funding Allocation Guidelines 2015-16 with said changes.			
<b>All in Favor:</b>	ALL	<b>Opposed:</b>	0
<b>Abstained:</b>	0	<b>Motion:</b>	<input checked="" type="checkbox"/> PASSED <input type="checkbox"/> FAILED

**Adjournment**

<b>Offered By:</b>	Salvador A.	<b>Seconded by:</b>	Melody L.
Motion to adjourn the meeting at 4:27 pm.			
<b>All in Favor:</b>	ALL	<b>Opposed:</b>	0
<b>Abstained:</b>	0	<b>Motion:</b>	<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 Tuesday, November 17, 2015 in the A.S.I. Conference Room, U-SU 203. Approved by the A.S.I. Bylaws Committee on: Tuesday, December 1, 2015.

Prepared by:



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**Melody Liu and Frances Tsai**  
Recording Secretary

Confirmed by:



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**Joselyn Diaz**  
Secretary/Treasurer

