



Bylaws/ COP Subcommittee Meeting Minutes

Tuesday, February 16, 2016
 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 3:24 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"/> Excused Late 3:19 PM
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. Gar Culbert	Faculty Member (Pending Approval)	<input checked="" type="checkbox"/> Excused Absent
Ashley Joseph	Programs Coordinator	<input checked="" type="checkbox"/> Present
Intef W. Weser	Executive Director	<input checked="" type="checkbox"/> Present
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)

Offered By:	Salvador A.	Seconded by:	Melody L.
Motion to approve the adoption of Agenda for Tuesday, February 16, 2016.			
Discussion:			
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):

➤ Additional Notes (if necessary)

Offered By:	Joanna T.	Seconded by:	Alejandro G.
Motion to approve the adoption of Minutes for Tuesday, February 2, 2016.			
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. Action

- a. **Policy 213 Finance Committee Academic Travel Policy** – The committee will take action on suggested changes to the policy.

Offered By:	Melody L.	Seconded by:	Alejandro G.		
Motion to approve Policy 213.					
Discussion:					
<ul style="list-style-type: none"> ➤ Frances: Edits are highlighted and not in Track Changes format because I ran into a printing issue. ➤ Antonio: Changed deadline to 3 weeks - used to be 6. We need the completed C.S.I. form, meaning there needs to be a stamp. We also clarified A.S.I. form because there used to be none. We have to make it like every other funding request and Finance Committee can approve up to \$2000, so that was updated. We also changed the vote to majority for travel request. ➤ Frances: If there is no completed in front of the C.S.I. form, what does that entail? ➤ Antonio: I wanted to put it for some clarification, so there is a stamp on it. Also so it won't be confused with the A.S.I. form. ➤ Ashley: Couldn't we just put C.S.I. form with completed stamp? I think this line doesn't mean there's a stamp and could be confusing. ➤ Intef: Completed, to me, should be there, because we often get forms that are incomplete. If it's not on the form then we can't approve it. ➤ Antonio: Well the stamp itself says completed so it makes sense. ➤ Frances: What about putting: "a C.S.I. form with completed stamp" or "a certified C.S.I. form"? ➤ Ashley: If we use that language, we should use the same language in conversation too. We have to tell students that completed means stamp. ➤ Melody: Let's keep the language consistent, so it would be "A complete A.S.I. form" "A complete C.S.I. form with certified stamp". ➤ Antonio: Well I've seen forms with only a signature and no stamp and we've still allowed it. ➤ Melody: "A completed C.S.I. form with authorized approval from C.S.I." ➤ Frances: Are there any more changes? Should we use complete or completed? ➤ Melody: Let's make the language consistent so we'd use complete for both A.S.I. form and C.S.I. form ➤ Frances: 5.7.1. A complete A.S.I. funding request form; 5.7.2 A complete C.S.I. form with authorized approval from C.S.I. ➤ Alejandro: The majority vote may be confusing. ➤ Frances: Would it be majority vote of the members present? Or the majority vote of the whole committee as in membership? ➤ Antonio: It would be present. ➤ Melody: Frances, have we had these problems in other policies? ➤ Frances: No, it's just a concern I brought up. 					
Vote Tally:					
All in Favor:	ALL	Opposed:	0	Abstained:	0
Motion:		<input checked="" type="checkbox"/> PASSED <input type="checkbox"/> FAILED			

IV. Information Items

- a. **Policy 204 Finance Committee Funding Policy** – The Bylaws committee will review the suggested changes to this policy.

<ul style="list-style-type: none"> ➤ Antonio: The section was very strange so I changed it. The sectioning was very inconsistent so I changed it so it was more uniform. I changed 5 business days to 10 business days to be more compliant with our deadlines. I changed it so any club member instead of officers can present the funding request and answer simple questions about the funding. ➤ Intef: You could use the Vice Chair of Finance for double checking the membership. There has to be some oversight, if any guys are coming in, and they know nothing about it, it's too causal. We're throwing out a lot of safe cards. You guys may be just funding random people. ➤ Antonio: Well we could make an exception to some club members, let's word it "Only officers can present their requests, Exceptions could be made by the Vice Chair". ➤ Antonio: Before it was "completed event registration form and room reservation form attached", so I separated it - A room reservation must be attached for indoor events.
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- Alejandro: Also, the room reservation forms - where are they found, because the way the building locations are worded in the policy is confusing.
- Antonio: You're right. We can also find them online, so I should just put a link.

V. Discussion

a. 2016-2017 General Elections – The Elections Committee will share an update.

- Frances: We (A.S.I.) approved the A.S.I. U-SU joint ballot.
- Ashley: The joint banner is getting put up by the back entrance of the U-SU.
- Ashley: We're also putting out table tents, joint marketing things that we have. We have meet the candidates out.
- Ashley: Applications are due 5:00 Tuesday, and extended applications will start.
- Frances: Also, message for justices, grievances are time sensitive so be ready.
- Antonio: For grievances, what if there was a system where each grievance would knock down a certain amount of votes?
- Ashley: You should talk to the Elections Committee for that.
- Intef: There has also been talk about using the A.S.I. space after hours and during weekends. We're not just going to offer that because it may cause liability issues and safety concerns.
- Frances: I was looking at University of Washington, and their committee was a lot bigger, and they would patrol the campus for violations.
- Ashley: If you see something, take a picture and take it down. Elections committee is also doing the same.
- Frances: During the orientation, we have to pull the hearing process in 301 to let the candidates know.

b. Police Redesign – The Bylaws committee will discuss redesigning and reorganizing A.S.I. policies.

- Frances: I have taken on a project, where I'm creating a manual to put all of A.S.I.'s policies into one. I've been working with all of the people in A.S.I. to create this manual so everything will be concise and in one document.
- Antonio: In the bylaws we should create an authority level system.
- Frances: We'll just incorporate it in the bylaws, I put the committees in the order in which I thought was reasonable. I'm just putting most of our COP's into one document. At the very end it will be amendments, pulled from all the COPs - one section that would speak to all committees.
- Frances: I need the justices' help on this in researching and finding out what other colleges do in terms of their policies.

VI. Reports

- a. Chief Justice
- b. Associate Justices
- c. Programs Coordinator: **Ashley Joseph**
- d. University Designee: **Letycia Gomez**
- e. Faculty Advisor: **Dr. Gar Culbert (Pending Approval)**
- f. A.S.I. Staff: **Intef Weser**

VII. Adjournment

Offered By:	Melody L.	Seconded by:	Joanna T.		
Motion to adjourn the meeting at 4:28 pm.					
Discussion:					
Vote Tally:					
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
Tuesday, February 16, 2016

Organizational Items

a. Approval of Agenda (action):

➤ Additional Notes (if necessary)

Offered By:	Salvador A.	Seconded by:	Melody L.		
Motion to approve the adoption of Agenda for Tuesday, February 16, 2016.					
Vote Tally:					
All in Favor:	ALL	Opposed:	0	Abstained:	0
Motion: <input checked="" type="checkbox"/> PASSED <input type="checkbox"/> FAILED					

b. Approval of Minutes (action):

➤ Additional Notes (if necessary)

Offered By:	Joanna T.	Seconded by:	Alejandro G.		
Motion to approve the adoption of Minutes for Tuesday, February 2, 2016					
Vote Tally:					
All in Favor:	ALL	Opposed:	0	Abstained:	0
Motion: <input checked="" type="checkbox"/> PASSED <input type="checkbox"/> FAILED					

Action Items

a. Policy 213 Finance Committee Academic Travel Policy – The committee will take action on suggested changes to the policy.

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

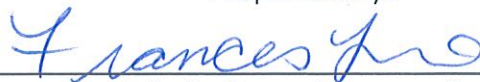
Adjournment

Offered By:	Melody L.	Seconded by:	Joanna T.		
Motion to adjourn the meeting at 4:28 pm.					
Vote Tally:					
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 Tuesday, February 16, 2016 in the A.S.I. Conference Room, U-SU 203. Approved by the A.S.I. Bylaws Committee on: _____ Tuesday, March 1, 2016 _____.

Prepared by:



Melody Liu and Frances Tsai
 Recording Secretary and Committee Chair

Confirmed by:



Joselyn Diaz
 Secretary/Treasurer