



# Bylaws/ COP Subcommittee Meeting Minutes

Tuesday, March 1, 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 3:17 PM.

### b. Roll Call

Frances Tsai	Chief Justice	<input checked="" type="checkbox"/> Present
Joanna Tien	Associate Justice	<input checked="" type="checkbox"/> Excused Late: 3:20 PM
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 3:35 PM
Ishan Shah	Elections and Orientation Commissioner	<input checked="" type="checkbox"/> Excused Absent
Megan Marie Dia	Board of Directors Representative	<input checked="" type="checkbox"/> Present
Dr. Gar Culbert	Faculty Member (Pending Approval)	<input checked="" type="checkbox"/> Present
Ashley Joseph	Programs Coordinator	<input checked="" type="checkbox"/> Excused Absent
Intef W. Weser	Executive Director	<input checked="" type="checkbox"/> Present
Leticia Gomez	University President's Designee	<input checked="" type="checkbox"/> Present
Guests of the Gallery	<ul style="list-style-type: none"><li>Ejmin Hakobian</li><li>Antonio Canzona</li></ul>	

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

➤ Additional Notes (if necessary)

<b>Offered By:</b>	<b>Melody L.</b>	<b>Seconded by:</b>	<b>Salvador A.</b>
Motion to approve the adoption of Agenda for Tuesday, March 1, 2016.			
Discussion:			
<ul style="list-style-type: none"><li>Friendly amendment to add Discussion Item C Agenda Development and Authority.</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>

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

➤ Additional Notes (if necessary)

<b>Offered By:</b>	<b>Salvador A.</b>	<b>Seconded by:</b>	<b>Melody L.</b>
Motion to approve the adoption of Minutes for Tuesday, February 16, 2016.			
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 Committee members.

a. None.



### III. Action Items

- a. **Policy 204 Finance Committee Funding Policy** – The committee will take action on suggested changes to the policy.

<b>Offered By:</b>	<b>Joanna T.</b>	<b>Seconded by:</b>	<b>Megan D.</b>
Motion to approve Policy 204.			
Discussion:			
<ul style="list-style-type: none"> <li>➤ Frances: The following changes were proposed by the Finance Committee – in 5.1.2 10 business days were changed to 5 business days. In 5.1.4 an additional measure was added allowing exceptions to be made by the Chair. Room reservation details were added to 5.1.6. The green items were moved from another area of the policy. The blue items in 5.1.9 and 5.1.10 were formatting changes.</li> <li>➤ Frances: I made the note about the Reservation form and the availability of the forms, because we had this as an information item last time. Are there any changes?</li> <li>➤ Melody: Let's take out the A.S.I. Administrative Office, because we mentioned last time that A.S.I. does not have the paperwork.</li> <li>➤ Joanna: Can we insert the link to the CSI website in place?</li> <li>➤ Antonio: Yes, that can be done.</li> <li>➤ Intef: In 5.1.6 clubs can submit a completed form but it may not be stamped by CSI.</li> <li>➤ Melody: Can we add in the language to fit?</li> <li>➤ Frances: What about revising the item to say: "...Student Organization Event Registration and Reservation Confirmation Form? Then we can take out the blue text in the same item as they speak to the same items as we discussed last meeting.</li> </ul>			
<b>Vote Tally:</b>			
<b>All in Favor:</b>	<b>ALL</b>	<b>Opposed:</b>	<b>0</b>
		<b>Abstained:</b>	<b>1</b>
<b>Motion:</b> <input checked="" type="checkbox"/> <b>PASSED</b> <input type="checkbox"/> <b>FAILED</b>			

- b. **Policy 225 Finance Committee A.S.I. Signature Policy** – The committee will take action on suggested changes to the policy.

<b>Offered By:</b>	<b>Alejandro G.</b>	<b>Seconded by:</b>	<b>Melody L.</b>
Motion to approve Policy 225.			
Discussion:			
<ul style="list-style-type: none"> <li>➤ Frances: The changes are seen in red. On the first page, most of the changes are updates to position titles. Same goes for the second page. There is a change in blue in item C that allows VPF to handle award letter approval. On page 3, budget line item adjustments were added to Item D due to the situation we faced with our budget this year.</li> <li>➤ Letycia: I believe the new title for Senior Associate VP for Enrollment Management is Senior Associate VP for Student Life.</li> <li>➤ Frances: We can go ahead and update that change.</li> <li>➤ Alejandro: The numbering in Section C on page 3 don't line up with the others.</li> <li>➤ Alejandro: The 10% plus phrasing is confusing, because the item previously says "exceeding 10%."</li> <li>➤ Melody: Maybe we can take it out, since the "exceeding 10%" speaks to the 10% plus.</li> <li>➤ Frances: All of the proposed changes are friendly amendments as no one opposed.</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>			

- c. **Policy 214 Finance Committee A.S.I. Signature Policy** – The committee will take action on suggested changes to the policy.

<b>Offered By:</b>	<b>Joanna T.</b>	<b>Seconded by:</b>	<b>Salvador A.</b>
Motion to approve Policy 214.			
Discussion:			
<ul style="list-style-type: none"> <li>➤ Ejmin: The Finance Committee was not able to fully review the policy in detail, and there were several additional changes besides the \$5 to \$25 change that the committee did not review.</li> <li>➤ Alejandro: Yes, I think we should send this back to Finance to have them review the additional changes.</li> <li>➤ Frances: If there are no oppositions to sending this back, we can forward back to Finance for them to review and bring it back to us.</li> </ul>			
<b>Vote Tally:</b>			
<b>All in Favor:</b>	<b>0</b>	<b>Opposed:</b>	<b>ALL</b>
		<b>Abstained:</b>	<b>0</b>
<b>Motion:</b> <input type="checkbox"/> <b>PASSED</b> <input checked="" type="checkbox"/> <b>FAILED</b>			



#### IV. Discussion

- a. **Policy Redesign** – The Bylaws committee will discuss redesigning and reorganizing A.S.I. Codes of Procedures and a possible authority level system suggestion from Finance Committee.

- Antonio: I proposed an authority level system that would organize the policies into the categories that speak to which policies are governed by which committee. All the details are in the proposal.
- Frances: I am working on organizing the COPs. I know the current direction we are headed right now are to put all the COPs in one area. Take a look at my draft of organizing the COPs. It is open to changes and suggestions for improvement. However, because the COPs are being pulled out of the current policy list, the numbers of the policy will change a bit.

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

- Ashley: Nothing to update other than the Elections Debate schedule is out.

- c. **Agenda Development and Authority** – The Bylaws committee will be presented on the flow of agenda creation and authority in A.S.I.

- Intef: I wanted to bring forward the process of how agendas are being created and how that will flow into next year when we have semesters. In the packet is an email from my outlining the concern as to why this topic is being brought to the table. There is also a schedule module for A.S.I. meetings next year when we transition into semesters. A flowchart of how items are added to the agenda is outlined and supported by the packet that is compiled with the articles and sections I mentioned in my email. If you have time, please look it over.

#### V. 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**

#### VI. Adjournment

<b>Offered By:</b>		<b>Melody L.</b>		<b>Seconded by:</b>		<b>Alejandro G.</b>	
Motion to adjourn the meeting at <u>4:26</u> pm.							
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, March 1, 2016**

**Organizational Items**

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

<b>Offered By:</b>	Melody L.	<b>Seconded by:</b>	Salvador A.
Motion to approve the adoption of Agenda for Tuesday, March 1, 2016 with said friendly amendments.			
<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. Approval of Minutes (action):**

<b>Offered By:</b>	Salvador A.	<b>Seconded by:</b>	Melody L.
Motion to approve the adoption of Minutes for Tuesday, February 16, 2016.			
<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. Policy 204 Finance Committee Funding Policy** – The committee will take action on suggested changes to the policy.

<b>Offered By:</b>	Joanna T.	<b>Seconded by:</b>	Megan D.
Motion to approve Policy 204 with said changes.			
<b>All in Favor:</b>	ALL	<b>Opposed:</b>	0
<b>Abstained:</b>	1	<b>Motion:</b>	<input checked="" type="checkbox"/> PASSED <input type="checkbox"/> FAILED

**b. Policy 225 Finance Committee A.S.I. Signature Policy** – The committee will take action on suggested changes to the policy.

<b>Offered By:</b>	Alejandro G.	<b>Seconded by:</b>	Melody L.
Motion to approve Policy 225 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. Policy 214 Finance Committee A.S.I. Signature Policy** – The committee will take action on suggested changes to the policy.

<b>Offered By:</b>	Joanna T.	<b>Seconded by:</b>	Salvador A.
Motion to approve Policy 214.			
<b>All in Favor:</b>	0	<b>Opposed:</b>	ALL
<b>Abstained:</b>	0	<b>Motion:</b>	<input type="checkbox"/> PASSED <input checked="" type="checkbox"/> FAILED

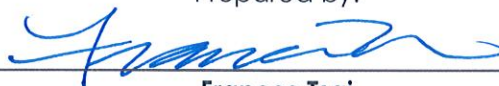
**Adjournment**

<b>Offered By:</b>	Melody L.	<b>Seconded by:</b>	Alejandro G.
Motion to adjourn the meeting at <u>4:26 pm</u> .			
<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

**VII. CERTIFICATION**

Official Minutes taken for the **BYLAWS COMMITTEE MEETING** of the Associated Students, Inc., Cal State L.A. held on Tuesday, March 1, 2016 in the A.S.I. Conference Room, U-SU 203. Approved by the A.S.I. Bylaws Committee on: Tuesday, April 5, 2016.

Prepared by:



**Frances Tsai**

Recording Secretary and Committee Chair

Confirmed by:



**Ejmin Hakobian**

President