



# Bylaws/ COP Subcommittee Meeting Minutes

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Wednesday, February 21, 2018

1:45 pm – 2:45 pm; U-SU 203 ASI Conference Room

Attendees: Bylaws and Judicial Review Committee & General Public

## I. Organizational Items:

### a. Call to Order

The meeting was called to order at 2:01 PM.

### b. Roll Call

Jeovany Aguilar	Chief Justice	<input checked="" type="checkbox"/> Present
Gabriel Babuch	Associate Justice	<input checked="" type="checkbox"/> Present
Rachel Duffy	Associate Justice	<input checked="" type="checkbox"/> Present
Adriana Navarette	Elections and Orientation Commissioner	<input checked="" type="checkbox"/> Present
Vacant	Committee Member	<input checked="" type="checkbox"/> Vacant
Richard Shu	Board of Directors Representative	<input checked="" type="checkbox"/> Present
Intef W. Weser	Executive Director	<input checked="" type="checkbox"/> Present
Carol Roberts-Corb	University President's Designee	<input checked="" type="checkbox"/> Excused Absence
Guests of the Gallery	Aaron Castaneda, Dena Florez	

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

>Additional Notes (if necessary)

<b>Offered By:</b>	<b>Rachel D.</b>	<b>Seconded by:</b>	<b>Gabriel B.</b>			
Motion to approve the adoption of the agenda with stated edits for Wednesday, February 21, 2017.						
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"/> PASSED <input type="checkbox"/> FAILED

<b>Offered By:</b>	<b>Gabriel B.</b>	<b>Seconded by:</b>	<b>Rachel D.</b>			
Motion to amend the agenda by taking Policy 20 off the agenda.						
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"/> PASSED <input type="checkbox"/> FAILED

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

**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. New Business**

**IV. Action**

a. Review Policy 115 – Bylaws committee members will review recommended edits to the Student Assistant Classification and Pay Plan policy for approval.

- Periodic performance appraisals currently take place every 6 months.
- Revised to include only one merit increase per year for student staff.
  1. The first evaluation would be a performance review.
  2. Second evaluation would see if the goals were met.
  3. Provides more structure.
- Revise language in section 5.1.2 to state: “Subsequent periodic performance appraisals every six months. Qualification for merit increase will be at the annual review.”

<b>Offered By:</b>	<b>Gabriel B.</b>	<b>Seconded by:</b>	<b>Adriana N.</b>			
Motion to approve the recommended edits to the Student Assistant Classification and Pay Plan policy.						
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>

b. Review Policy 212 - The Bylaws committee will review recommended edits to the Budgetary Control Policy for approval.

- General aesthetic recommendations.
- Updated policies to clarify outdated information.
- 5.2.3 Student organizations must submit reimbursements by June 15 each year.

<b>Offered By:</b>	<b>Gabriel B.</b>	<b>Seconded by:</b>	<b>Adriana N.</b>			
Motion to approve the recommended edits to the Budgetary Control Policy.						
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>

c. Review Policy 22 - The Bylaws committee will review recommended edits to the ASI Ethics Policy for approval.

- Concerns regarding privacy violations should be brought to a staff member rather than discussed publicly. This encourages ASI members to tell staff members whenever the ASI Ethics Policy is violated.
- Friendly amendment to change the wording of Section 7 from “giving credit where credit is due” to “acknowledging member contributions” reached consensus.
- Friendly amendment to change the wording of Section 7 from “responding to messages on a timely basis” to “responding to all business-related emails and memos in a timely manner” reached consensus.

- Recommendation to create a new policy titled "Behaviors and Expectations", separate from the ASI Ethics Policy.
- Friendly amendment to move Sections 9 and 10 to Policy 20.

<b>Offered By:</b>	<b>Adriana N.</b>	<b>Seconded by:</b>	<b>Rachel D.</b>			
Motion to approve the recommended edits to the ASI Ethics Policy.						
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>

**V. Old Business**

**Removal of Appointed Members Language in Governing Codes of Procedures** – The committee will review the language regarding removal of appointed members reflected in each Code of Procedures addressing allowable consecutive unexcused absences, unexcused absences, unexcused tardies, or unexcused early departures during any one (1) semester.

- Definitions:
  - An unexcused tardy is not being present when your name is called for roll call.
  - A member will be deemed as an unexcused absence for showing up to a meeting 15 minutes after roll call.
  - An unexcused early departure will be applied when an ASI member is leaves a meeting when more than 15 minutes is left in the meeting.
- Managing Absences:
  - An absolute limit on absences per semester depending on meeting frequency whether excused or unexcused.
  - For biweekly meetings, we recommended only being able to miss 3 meetings,
  - Monthly meetings?
  - We also said that three tardies would be equivalent to one absence.

**VI. Reports**

- a. Chief Justice: **Jeovany Aguilar**
- b. Associate Justices
  - a. **Gabriel**
  - b. **Rachel**
- c. ASI Executive Director: **Intef Weser**
- d. ASI Elections and Orientations Commissioner: **Adriana Navarette**

**VII. Adjournment**

<b>Offered By:</b>	<b>Rachel D.</b>	<b>Seconded by:</b>	<b>Adriana N.</b>			
Motion to adjourn the meeting at <b>3:00 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**  
**Wednesday, February 21, 2018**

**Organizational Items**

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

<b>Offered By:</b>	<b>Rachel D.</b>	<b>Seconded by:</b>	<b>Gabriel B.</b>			
Motion to approve the adoption of Agenda with stated edits for Wednesday, February 21, 2018.						
<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>Offered By:</b>	<b>Gabriel B.</b>	<b>Seconded by:</b>	<b>Rachel D.</b>			
Motion to amend the agenda by taking Policy 20 off the agenda.						
<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. Motion**

<b>Offered By:</b>	<b>Gabriel B.</b>	<b>Seconded by:</b>	<b>Adriana N.</b>			
Motion to approve the recommended edits to the Student Assistant Classification and Pay Plan policy.						
<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>Offered By:</b>	<b>Gabriel B.</b>	<b>Seconded by:</b>	<b>Adriana N.</b>			
Motion to approve the recommended edits to the Budgetary Control Policy.						
<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>Offered By:</b>	<b>Adriana N.</b>	<b>Seconded by:</b>	<b>Rachel D.</b>			
Motion to approve the recommended edits to the ASI Ethics Policy.						
<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. Adjournment**

<b>Offered By:</b>	<b>Rachel D.</b>	<b>Seconded by:</b>	<b>Adriana N.</b>			
Motion to adjourn the meeting at <b>3:00 pm</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>

**VIII. CERTIFICATION**

Official Minutes taken for the **BYLAWS COMMITTEE MEETING** of the Associated Students, Inc., Cal State L.A. held on Wednesday, February 21, 2018 in the ASI Conference Room, U-SU 203. Approved by the A.S.I. Bylaws Committee on: \_\_\_\_\_.

Prepared by:

\_\_\_\_\_

Recording Secretary and Committee Chair

Confirmed by:

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Secretary/Treasurer