



LETTER OF INTENT TO RUN FOR OFFICE
STUDENT GOVERNMENT

Name: _____

Street: _____

City: _____ Zip: _____

Email: _____ Phone Number: _____

Major: _____ Graduate or Undergraduate

CIN: _____

Office I want to run for: _____

I confirm that I have been given access to a Candidate Elections Packet for the Associated Students General Election to be held the month of April 2019.

I have carefully examined the contents of this packet and agree that it provides the following forms and information:

- ASI Elections Committee Code of Procedure – Policy 004
- ASI Bylaws – Policy 001

I understand that it is my responsibility to thoroughly read the contents of the packet and key policies as they contain rules and regulations for seeking and holding an ASI office. I hereby accept responsibility to abide by all ASI General Election rules and regulations and by not abiding to these rules and regulations I run the risk of grievances or disqualification.

I understand that the “Letter of Intent to Run for Office” is **NOT** the ASI General Election application and I am **NOT** an official candidate until all candidacy requirements have been satisfactorily completed as outlined in this package. Furthermore, I understand the pre-campaigning rules as outlined in the Elections Code of Procedure.

I further understand that the ASI Election and Orientation Commissioner is available to answer questions concerning the ASI General Election and governing policies. I understand that failure to adhere to the policies and procedures described herein can result in my **disqualification** from the ASI General Election.

Signature: _____

Date: _____

SUBMIT TO
Associated Students, Incorporated Administrative Office
University-Student Union Room 203
Attention: Jessal Salas, ASI Elections and Orientation Commissioner



**ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

ADMINISTRATIVE MANUAL

ELECTIONS COMMITTEE

Policy 004

ARTICLE I

AUTHORITY & FUNCTION

Section 1 - Authority

- A. These codes shall act as the governing procedures of the Elections Committee of the Associated Students, Incorporated (A.S.I.) of California State University, Los Angeles.
- B. In the event that the Elections Committee has not been established by the second Bylaws and Codes of Procedure meeting of the academic year, this policy shall be reviewed and taken upon by the Bylaws and Codes of Procedure Committee (see Policy 302, Article 1, Section 2, Item B).

Section 2 – Function

- A. It shall be the purpose and function of the Elections Committee to oversee all A.S.I. elections.
- B. The A.S.I. General and Special elections are a function delegated to the A.S.I. through its Bylaws and Title 5. As a result of the nature and importance of the elections, the Committee may take any action deemed necessary and proper for the conduct of fair elections provided they obtain the consent of the University President's designee for said action.

ARTICLE II

MEMBERSHIP AND DUTIES

Section 1 – Membership

The Committee shall be composed of the Election & Orientation Commissioner (Elections & Orientation Commissioner) and up to four (4) regular members of the Associated Students, Inc. (as defined in Article I, Section 3, Clause 1 of the A.S.I. Bylaws). No committee member may run as a candidate in the elections.

- A. The Elections & Orientation Commissioner shall be recommended by the A.S.I. President, and shall be approved by a 2/3 majority of the Board of Directors (B.O.D.). The Elections & Orientation Commissioner will serve as the chair of the Committee.
- B. The remaining committee members shall be recommended by the Elections & Orientation Commissioner to the A.S.I. President, and shall be recommended for approval by a 2/3 majority of the B.O.D..
- C. A.S.I. Chief Justice or designee
- D. A.S.I. Programs Coordinator (non-voting)
- E. Center for Student Involvement Director or designee – Staff Advisor (non-voting)
- F. University President or designee (non-voting)

Section 2 – Quorum

Quorum shall be defined as fifty-percent (50%) plus one (1) member of the current voting membership of the B.O.D. For the purpose of establishing quorum the chair shall be counted



towards quorum as a voting member

Section 3 - The A.S.I. Elections & Orientation Commissioner shall:

- A. Be responsible for organizing the A.S.I. General and Special elections in accordance with these codes, and promoting all A.S.I. events and elections.
- B. Be a member of the Cabinet of Commissioners and a voting member of the A.S.I. Bylaws and Codes of Procedures Sub-committee.
- C. Work with the A.S.I. Director of Programs and Leadership and Programs Coordinator to develop a strategic marketing and distribution plan for promoting all A.S.I. events to the Cal State L.A. community.
- D. Work with the Director from the Center for Student Involvement or designee to create a strategic marketing plan for promoting the A.S.I. General and Special Elections.
- E. Assist the Housing Commissioner in publicizing election material in the student housing complex and elsewhere on campus.
- F. Recommend up to four (4) regular A.S.I. members to the Elections Committee in accordance with these codes.
- G. Schedule regular meetings for the elections process starting in the month of September.

Section 4 – Election Days

It shall be the duty of the Elections Committee to recommend the dates and times for an elections timetable for all A.S.I. elections to the B.O.D.

- A. No election shall be held prior to the sixth week of the semester..
- B. No election shall be held later than the thirteenth week of the semester.

Section 5 – Elections Packet

The Elections Committee shall develop an application packet for distribution at the opening of the filing period.

Section 6 – Notice of Vacant Office

The Elections Committee shall publicize notices of filing dates and vacant offices with their descriptions and qualifications, as prescribed by the Elections Committee Code of Procedures.

Section 7 - Publication of Election Dates

The Elections Committee, in a manner consistent with the A.S.I. Bylaws Article X, shall publish the dates of all elections.

Section 8 – Conflict of Interest

Any member of the Elections Committee shall be ineligible to serve on the Elections Committee upon submitting an application for or holding any other A.S.I. elected or appointed office. Elections Committee members shall not engage in activities that might influence the elections, beyond their privilege to vote (e.g. actively supporting a candidate on the ballot).

ARTICLE III

NOTICE AND FILING

Section 1 – Unofficial Letter of Intent to Run for Office & Pre-campaigning

If a candidate is interested in pre-campaigning they must submit an Unofficial Letter of Intent to Run for Office which will be available the third week of the fall semester through the A.S.I. Website Interested candidates must also sign the Letter of Intent to Run requirement contract.



Section 2 - Filing for Elections

Elections Packets and Applications should be made available online a minimum of three (3) weeks prior to the filing deadline. The filing deadline should be a minimum of three (3) weeks prior to the Candidate Briefing. The date of availability of applications and filing deadline must be during the times classes are in session, (i.e. not during a semester break).

Section 3 - Extended Filing

Extended filing for the Elections shall be made available by the Elections Committee for offices in which candidates are unopposed or no one has filed.

Section 4 - Application

All applications for office shall be handled by C.S.I.

- A. C.S.I. shall maintain the confidentiality of all applicants.
- B. C.S.I. shall issue a receipt delineating the date and time the application was filed.
- C. C.S.I. shall coordinate with the University for the purposes of determining eligibility.

Clause 1 - Platforms

Candidate platforms are due with the application. Platform lengths are limited as follows:

1. President - 350 words.
2. Vice President - 250 words.
3. All other candidates - 150 words.

Section 5 - Multiple Filing

No person shall file an application for more than one elected office for one election. An application submitted for any elected office after the first filing shall replace any previous application submissions.

The following candidacy requirements must be met to be an official candidate on the ballot:

- A. Submit a completed General Elections Application by the said deadline to the Center for Student Involvement, U-SU Room 204
- B. Eligibility is verified by the Registrar's Office, the Office of Student Affairs.
- C. Attendance at a mandatory candidate briefing (see Article III, Section 6)
- D. Attendance at one of the debates sponsored by A.S.I. (see Article III, Section 7)

Section 6 - Candidate Briefing

A mandatory candidate briefing shall be held no later than Friday of the seventh week of the semester in which the election shall be held. Failure to attend shall be sufficient cause for disqualification unless excused by the Elections & Orientation Commissioner:

Clause 1 - Excuses

Excuses must be submitted in writing to the Elections & Orientation Commissioner at least twenty-four (24) hours prior to the meeting. The Commissioner will determine validity and reply in writing prior to the meeting. If an excuse is granted, it is the candidate's responsibility to schedule a meeting with the Elections & Orientation Commissioner to be briefed on what was missed at the meeting.

Clause 2 - Proxies

Proxies will not be accepted. The candidate must attend the Candidate Briefing in person.



Section 7 – Candidate Debates

It is mandatory for all candidates to attend at least one (1) debate planned by the Elections & Orientation Commissioner. Candidates must notify the Elections & Orientation Commissioner one (1) week prior to the debate(s) as to which one they will attend. Failure to attend shall be sufficient cause for disqualification, unless excused by the Elections & Orientation Commissioner:

Clause 1 – Excuses

Excuses must be submitted in writing to the Elections & Orientation Commissioner one (1) week prior to the debate(s). The Commissioner will determine validity and reply in writing prior to the debate.

Section 8 – Eligibility for Elected Office

Membership and eligibility of applicants to the B.O.D. and the Academic Senate in an Election shall be as established in the A.S.I. Bylaws. After verification of eligibility, the names of eligible candidates shall be given to the Elections & Orientation Commissioner. Candidates who are deemed ineligible shall be given five (5) business days to remedy eligibility with the Office of the Dean of Students and provide verification of eligibility.

Clause 1 – Chief Justice, Associate Justice, and Elections & Orientation Commissioner Eligibility

Once appointed to serve as Chief Justice, an Associate Justice, or Elections & Orientation Commissioner they will not be eligible to run for an elected office in that election year even if they resign prior to the application deadline.

ARTICLE IV

CAMPAIGNING

Section 1 – Pre-Campaigning

A candidate can pre-campaign after submitting an Unofficial Letter of Intent to Run for Office Form to the A.S.I. Administrative Office, U-SU 203 front desk and sign the Letter of Intent to Run requirement contract. Pre-campaigning is defined as campaigning unofficially prior to a candidate's eligibility being verified by the Registrar's Office, the Office of Student Affairs, and verification of completion of all candidacy requirements.

Approved forms of pre-campaigning are:

- A. Public speaking
- B. Electronic media: e.g. Facebook, Twitter, YouTube, online polls, personal websites, AIM, e-mail, etc.
- C. Campaign literature can be handed out but not posted anywhere on campus until the beginning of the official campaigning period.

Section 2 – Definition of Campaigning

Campaigning is defined as any of the following actions:

- A. The distribution, mailing, or strategic positioning of literature or materials designed to directly influence the electorate's choice.
- B. The posting of advertisements, in any media, designed to directly influence the electorate's choice.
- C. Public speaking or written publications designed to directly influence the electorate choice.

Clause 2 – Website Linking Requirement



All online and telecommunications media must reference and link to the A.S.I. Elections website at www.ASICalStateLA.org

Section 3 – Improper Use of A.S.I. Property

The unauthorized utilization of A.S.I. property/material by any candidate or their campaign workers is strictly prohibited. Under no circumstances while on A.S.I. time, will members of the A.S.I. staff engage in activities which may be construed to have the effect of influencing the election.

All student government copying privileges will be limited from the 1st day of campaigning until the polls close.

Section 4 – Staff Participation in A.S.I. Elections

Any A.S.I. staff wishing to support a particular candidate may do so on their own time and away from A.S.I. property and premises.

Section 5 – Campaign Literature

All campaign literature that shall be posted on campus or be copied by A.S.I. must be presented to and approved by the Elections and Orientation Commissioner.

a. The posting of campaign literature or materials not registered or approved is strictly prohibited.

Clause 1 – Copies

All candidates will be provided 250 black and white copies and 250 color copies on 8 ½ x 11 size paper free of charge by A.S.I. for individual candidates' promotion (i.e. these resources cannot be used to promote a slate). This service will not be offered until candidate eligibility is verified by the Center for Student Involvement on Wednesday, March 1, 2017. Copies will be ready with 24 – 48 hours by the election committee. Candidate must provide the copy in the exact format they desired copied. No formatting services will be provided. Provide an original through the A.S.I. Administrative Office, U-SU 203.

Clause 2 - Submission of Materials

Two copies of any campaign literature that is to be posted on campus or is to be copied shall be submitted to the Elections Committee for approval prior to distribution. Receipts for purchased material must also be submitted with the expenditure report. If the material is approved, the Elections Committee will keep one of the copies to maintain a log of all submissions for its records.

Clause 3 – Approval Timeline

Campaign literature and materials may be submitted to the Elections Committee during A.S.I. business hours. The Elections & Orientation Commissioner will approve or disapprove of the material within twenty-four to forty-eight (24-48) hours.

A. All candidates must submit a draft for approval to the Elections & Orientation Commissioner prior to submitting orders for printing campaign literature.

Clause 4 – Disclosure

It is required that all **posted** campaign literature, with the exception of physical material, (i.e. T-shirts, pens, pencils, etc.) has the following information:

A. Name of candidate.



- B. Office for which the candidate is applying.
- C. Dates of the Election.
- D. How and where to vote on Golden Eagle Territory (GET): "<https://get.calstatela.edu/>"
- E. Web address to the A.S.I. Elections page: www.ASICalStateLA.org/elections
- F. A.S.I. General Elections Approval Stamp

Section 6 – Posting

Any campaign literature posted up shall be supported in all corners by staples, tacks, painters tape or string only. Prior approval from the jurisdiction in authority of that location is required. All candidates are encouraged to secure written approval to post their material from the jurisdiction in authority.

Clause 1: Candidates are responsible for ensuring the removal of all campaign materials from all areas no later than 5:00 pm five days after the last day of voting, Wednesday May 3 by 5 pm All candidates/slates will be required to sign a binding agreement for a \$50.00 clean up fee. The individual candidate fee will be billed \$50 and each slate will be billed \$100 that will be divided equally between each slate member. If it is determined that any campaign material is not removed by the date above, all individual candidates and each slate member will be assessed the clean-up fee. An invoice will be generated and failure to pay can and will result in a potential academic hold.

The candidates may post posters on the campus kiosks with prior approval and stamp provided by the A.S.I. Administrative Office, U-SU Room 203.

- A. Flyers must be no larger than 8" x 11"
- B. Posters must be no larger than 11" x 17".
- C. All campaign literature (posters and flyers) must be taken to the A.S.I. Office for notification and approval by the Elections & Orientation Commissioner.
- D. Posting is limited to one poster per kiosk.
- E. Only the Elections Committee can remove posters from the kiosks.
- F. Posters must be supported in all corners with staples, string, Painters tape (e.g. blue tape)_or tacks. Masking tape, duct tape or glue may not be used for posting.
- G. Posters must not partially nor cover completely other campus notifications, department notifications, or other candidates' flyers.

Section 7 – University Property

Rules for using, posting and distributing on campus shall be as follows:

- A. No University-owned property shall be used in any manner, for any campaign purpose without prior approval.
- B. Candidates should take care to maintain the dignity and aesthetic integrity of the Cal State L.A. campus and community.
- C. Posting on trees, building walls, pillars or doors is prohibited.
- D. Posting on any cement walls or other textiles (posts, pillars, waste receptacles) on or around campus is prohibited.
- E. Notifications may not be placed on vehicles or left unattended anywhere.
- F. Notifications may not be placed on the grass/dirt areas, in planters nor posted in restrooms.
- G. No posting inside the University-Student Union, except in designated areas with the approval from the University-Student Union, Room 306.



- H. No notification may partially or completely cover another notification.
- I. The placement of table tents shall have prior approval from the jurisdiction in authority of that location.
- J. Flyers shall not be posted in any area that is not pre-approved.

Section 8 – Campaign Advocate Limitations

Only continuing or currently enrolled students at Cal State L.A., student organizations or their representatives, and the candidate's immediate family may engage in campaigning.

Clause 1 – Applicability of Rules

All campaign workers (students and immediate family) and sponsors (individuals or student organizations and their representatives) are subject to the election rules set forth in these committee codes.

Clause 2 – Responsibility for Actions.

Candidates are responsible for any individual(s), organization(s), or organization representative(s) campaigning actions on the candidate's behalf. It is the responsibility of the candidate(s) to make sure all campaign workers understand the binding expectations of these codes.

Section 9 – Nature of Campaigning

No campaigning shall be done that defames another's character or is libelous. (Refer to the university free speech policy)

Section 10 – Campaign-Free Zones

- A. In the case of on-line elections, all computer labs on campus shall be campaign-free zones.
- B. Candidates and campaign advocates cannot use any electronic devices (e.g. smart phones, laptops, etc.) to physically solicit votes on or off campus from the electorate.
- C. In all cases the Cal State L.A. Library shall be a campaign-free zone.
- D. In all cases the Residence Housing shall be a campaign-free zone unless an officially approved event organized by Housing or the A.S.I. Elections Committee.
- E. During elections there shall be no campaigning inside the line surrounding the voting area. The Elections Committee shall determine this line. In addition, there is no campaigning in the A.S.I. and C.S.I. office.

Section 11 – Approval of Candidate for Sponsorship

No individual, student organization, or their representatives, shall sponsor a candidate without written permission from the candidate. A copy of this permission shall be filed with the Elections Committee on a form provided for this purpose by the Elections Committee. This filing shall occur before any type of campaign sponsoring can happen. All sponsoring literature and materials shall be approved by the Elections Committee and shall be submitted in accordance with this code for approval.

Section 12 – Role of the JRC

The Judicial Review Committee of the Associated Students, Inc. has the power to issue warnings, levy fines, suspend campaigns, disqualify candidates, or declare an election invalid.



Section 13 – Interpretation of these Codes

Questions regarding rules and regulations shall be brought to the Elections Committee. Further interpretations may be obtained from the Judicial Review Committee.

Section 14 – JRC as Arbiter of Complaints

Campaign complaints and alleged violations shall be judged by the Judicial Review Committee. The procedure in which complaints are to be handled shall be determined by the Judicial Review Committee. This procedure shall be explained to the candidates at the Candidate Briefing.

- A. All Pre-Campaigning complaints must be submitted by 5 pm on Sunday April 2, 2017 to the A.S.I. Administrative Office, U-SU 203
- B. All campaign complaints must be submitted by 7 pm on Wednesday, April 26, 2017 to the A.S.I. Administrative Office, U-SU 203.

Section 15 – Reporting of JRC Actions

All actions taken by the Judicial Review Committee are final recommendations and shall be reported to the B.O.D. for action.

Section 16 - Application of General Election Violations

1. Minor violations of the Elections Committee Code of Procedures by an individual/candidate/slate/campaign volunteers shall consist of one entire act, which must be corrected within the twenty-four hour time period from the time of written grievance of such violation. These minor violations may include, but not be limited to:
 - A. Posters partially or completely covering other campus notifications, department notifications, or other candidates' flyers.
 - B. Posting on trees, building walls, pillars or doors
 - C. Posting on any cement walls or other textiles (posts, pillars, waste receptacles) on or around campus
 - D. Placement of any posters without prior Elections & Orientation Commissioner Approval
 - E. Four minor violations will equal one major violation
2. Major violations of the campaign rules by an individual/candidate/slate/campaign volunteers may include but are not limited to:
 - A. Use of menace, force, threat or any unlawful means towards any voter to hinder or deter such voter from voting, or directly or indirectly offering any bribe, reward, or anything of value to a voter in exchange for the voter's vote for or against any candidate.
 - B. Tampering or alternation of any official election material or ballot without authorization.
 - C. Failure to attend and participate in required debates.
 - D. Failure to adhere to A.S.I. campaign spending limits.
 - E. Submitting a false expenditure form. This includes submitting a expenditure form that does not include all expenditures up to the specified date
 - F. Non-compliance in submission of itemized reports on time with receipts attached.
 - G. Removal or defacement of lawfully placed political advertising without authorization.
 - H. Use of A.S.I. equipment or supplies for campaign purposes, including phones, office machines, office space, and email accounts.



- I. Violating the Cal State L.A. IT Policy, Residence Hall Policy, or the Facility Services Policy as defined in the Candidate's Packet.
 - J. Interference with the academic instruction of University classes.
 - K. Violating state or federal phone solicitation laws.
 - L. Other gross or intentional misconduct as perceived by the Elections Committee of such violation.
3. In all instances, the actions of a candidate's authorized agents shall be constructed as the action of the authorizing candidate.

Penalties for Major and Minor Violations

The Elections Committee and JRC have the right to impose any or all of the following sanctions against an individual/candidate/slate/campaign volunteers who is found to have violated the Elections Committee Code of Procedure. In addition, any major or minor violations that break university policies or procedures concerning student behavior may be subject to student disciplinary action by the University.

- 1. Minor Violation
 - A. Given a warning and required to cease and desist.
 - B. Community Service within the campus.
 - C. Require an individual/candidate/slate/campaign volunteers to refrain from any/all types of campaigning for a period of at least one hour, not to exceed a period of two weeks, prior to or during the course of the election (including during the hours of voting).
- 2. Major Violation
 - A. Recommend to the A.S.I. JRC that a candidate/slate be disqualified from assuming office.
 - B. Restriction from participating for a period of up to one school year in A.S.I. paid or volunteer positions.

ARTICLE V

SLATES

Section 1 – Definition

A slate is defined as a group of candidates forming a voluntary coalition who may engage in campaign activities on behalf of the entire membership of the slate.

Section 2 – Regarding Slates

If a slate is formed, the following information shall be published on all publicity of the slate:

- A. The candidate's name and the college he/she represents, if any.
- B. All the same information noted in Article 4, Section 5, Clause 4.
- C. Specification as to which student can vote for said candidate (i.e. a student can only vote for a representative in the college that the student is enrolled) unless he/she is running for another position).
- D. The name of any endorsing organization(s)/individuals.

Section 3 - Establishment of Slates

If a slate is formed, an Intent to Establish a Slate form shall be registered with the Elections Committee prior to promoting the slate.



Section 4 - Slate Expenses

All expenses incurred for a slate shall be reported on the Slate Budget Report submitted to the Elections & Orientation Commissioner. The total expenses for an individual shall not exceed \$500 for executive officers and \$300 for all other candidates. The total expenses for a slate shall not total more than \$1,500.

Section 5 Slate Grievances

Grievances against a slate may result in the disqualification of the entire slate depending of the decision of the Judicial Review Committee and Elections Committee

ARTICLE VI

BALLOTS AND BALLOTING

Section 1 – Balloting Name

The names to be used on the ballot shall be the candidate's name as it appears on the Candidate Filing Application.

Section 2 – Inalterability of the Ballot (P)

The following procedures apply only if the election is manually held (e.g. by paper ballot). No candidate's name, once printed on the ballot, shall be in any way altered or deleted from the ballot, unless the candidate files a written request with the Committee. Such a request shall be delivered no later than 4:00 pm on the day of the Candidate Briefing.

Section 3 – Order on the Ballot

The order that candidates' names appear on the ballot shall be determined by the Committee in any of two possible ways:

Clause 1 – Randomized Order in online elections.

The order of candidate names will be randomized when each voter opens their ballot.

Clause 2 – Use of playing cards as random lot if elections are manual

Use a 52-card deck (no jokers), highest card wins any suit and the ace shall be considered the highest card in any suit.

Card suit will be used to resolve ties as follows:

1. Spades win all.
2. Clubs win all but Spades.
3. Diamonds win all but Spades and Clubs.
4. Hearts lose all.

Section 4 - Write-In Candidate

There shall be no write-in candidates. A "write-in candidate" is defined as any person who failed to apply either during the regular filing or extended filing period and still wishes to run for an elective office by means of having his/her name written in on a ballot.

Section 5 – Publication of a Sample Ballot

The Elections Committee shall publish on the A.S.I. website and in a campus newspaper a sample ballot, with instructions as to the correct voting and marking procedures.



Section 6 – Issuance of a Ballot

The following procedure shall be used for electronic ballots:

- A. Students shall register with their Student I.D. number, CIN pin number, or another campus identification number as deemed appropriate, to ensure secure authentication of a student's identity. In addition, student's college of degree program will be determined.

The following procedure shall precede the issuance of all paper ballots if the election is manually held.

- A. Student shall register with name, student identification number and their signed signature.
- B. A valid Cal State LA student photo identification with enrollment verification or other valid photo identification shall be required before a student may vote.

Section 7 – Secret Ballots

All balloting shall be secret. Paper ballots shall be validated (stamped) by polling personnel or the Elections Committee to be made valid.

Section 8 – Security of Ballot Boxes (P)

Ballot boxes shall be sealed when voting has ended at any/all stations or when a ballot box has been filled.

Section 9 – Transportation of Ballot Boxes (P)

The Committee or designees shall take the ballot boxes to the appropriate authorities designated by the Elections Committee with the aid of Campus Police.

ARTICLE VII

POLL WORKERS

The following procedures apply for elections held online or manually (e.g. by paper ballot).

Section 1 – Selection of Poll workers

The Elections Committee shall be responsible for selection of poll worker volunteers.

Section 2 – Poll Workers may be Regular Members of A.S.I.

Poll workers may be regular members of A.S.I.

Section 3 – Conflict of Interest

Poll workers shall be required to sign an "Affidavit of Neutrality." Polling personnel shall not engage in activities, which may be construed to have the effect of influencing the elections, beyond their privilege to vote.

Section 4 – Supervision

Poll workers shall be under the direct supervision of the Elections & Orientation Commissioner. The Elections Commissioner shall be responsible for recording time and setting work schedules. This documentation is to be submitted to the A.S.I. Executive Director's office at the completion of the election.

Section 5 – Training

It shall be mandatory for all poll workers to attend a training session prior to performing their election duties. Furthermore, individuals who have not received full training shall not be



permitted to become a poll worker.

A poll worker may be excused at the discretion of the Elections & Orientation Commissioner with at least twenty-four (24) hours' notice of the training session in question. If a poll worker is excused, it is their responsibility to reschedule a training session with the Elections & Orientation Commissioner.

ARTICLE VIII

ELECTION RESULTS

Section 1 – B.O.D. Meeting

A meeting of the B.O.D. for which the election is an action item, shall be called for the disclosure of election results. A regular meeting of the B.O.D. shall suffice to meet this requirement so long as "Elections" is on the agenda as an action item.

Section 2- Disclosure

Results shall not be disclosed/announced prior to the B.O.D. meeting scheduled for that purpose.

Section 3 – Reviews

The results of the Judicial Review Committee and Elections Committee reviews of the elections shall be included in the B.O.D. meeting minutes.

Section 4 – Complaints & Resolution of Grievances

The A.S.I. Judicial Review Committee will make a decision granting or denying hearings related to Elections, within one business day after receiving the Hearing Request Form. If a hearing is granted, it will be scheduled on the next available hearing date. The procedure for filing a complaint will be explained at the Candidate's Briefing.

All complaints regarding alleged campaign violations and balloting discrepancies shall be heard and resolved by the Judicial Review Committee prior to the announcement of election results. Any grievance disputing the public disclosure of official results shall be filed within one business day after disclosure of results.

Section 5 – Threshold for Election

In all elections, a plurality of votes shall elect to office.

Section 6 – Ties for Office

In the event of a tie, the Elections Committee may either choose to host a special election for these offices at the nearest practical date as determined by the Committee or vacate the position for appointment by the B.O.D. All recommendations must be approved by the B.O.D.

Section 7 – Counting Ballots

The ballots shall be tabulated in the presence of only the Elections Committee and the Judicial Review Committee members, and those authorized by the Committee. The counting of paper ballots shall conform to the following basic standards:

- A. No ballots shall be tabulated prior to the closing of the polls on the final day of voting.
- B. Ballots that cannot be counted due to severe mutilations, or are unrecognizable shall be voided.
- C. Valid (stamped) ballots that are unmarked shall be voided.
- D. Electronic ballots shall be computed and then printed, as appropriate.



Section 8 – Holding Ballots

Paper ballots shall be kept for at least one (1) year from the date of the election and may be inspected by any regular member of the A.S.I. under the supervision of the Committee. The individual(s) requesting inspection shall show just cause and shall have the approval of the B.O.D. for inspection. The request shall be acted upon within two (2) weeks after approval.

ARTICLE IX

RECOUNT

Section 1 – Deadline for Recount

Within ten (10) calendar days of public disclosure of the official results, the petitioner shall show just cause for a recount to both the B.O.D. and the Judicial Review Committee. The request and just cause must be submitted in writing to the A.S.I. President and Chief Justice of the J.R.C.

Section 2 – Recommendation as a Result of Recount

Should a recount show that a candidate different from the declared winner should have won; the person shall replace the wrongfully appointed candidate. Should a recount show that a candidate different from the declared winner should have won, Associated Students, Inc. shall pay the costs associated with the recount. Should the outcome of a recount show that the candidate originally declared the winner did in fact win, the petitioner shall pay the costs associated with the recount.

ARTICLE X

EXPENSES

Section 1 – Itemized Report

Itemized reports of all campaign expenditures shall be submitted to the Elections & Orientation Commissioner by 7pm Wednesday, April 26, 2017. . The itemized report shall list all expenses and include receipts for all campaign materials. Failure to submit an itemized report can lead to disqualification and/or impact a candidate's option of holding an A.S.I. elected/appointed position in the future.

General Information:

- A. The expense cap shall include all expenditures made by the candidate, slate (if applicable), and the individual(s) or organization(s) supporting the candidate/slate.
- B. Materials donated to the candidate, shall be given a value by the Elections Committee, consistent with the current market rates.
- C. Expenses shall be defined as the candidate's moneys incurred in running for office, donations of materials and expenditures of funds by individual(s), organization(s) making public their support for a candidate.
- D. Any materials or services must be documented with an original receipt attached to the candidate's Campaigning Expense Report or Slate Budget Report.
- E. The candidates' Campaign Expense Report shall include the following:
 1. List of expenses incurred by the candidate for the purchase of materials.
 2. List of expenses incurred by the candidate for the purchase of services.
 3. List of each expense incurred by all individuals or organizations (supporting the candidate) for purchase of materials.
 4. List of each expense incurred by all individuals or organizations (supporting the candidate) for purchase of services.
 - i. Total of 1, 2, 3, and 4, shall not exceed \$500 for Executive Office and \$300 for all other candidates.



- F. The Slate Budget Expense Report shall include the following:
 - 1. List names of all slate members and their positions.
 - 2. List of expenses incurred by the slate for the purchase of materials.
 - 3. List of expenses incurred by the slate for the purchase of services.
 - 4. List of each expense incurred by all individuals or organizations (supporting the slate) for purchase of materials.
 - 5. List of each expense incurred by all individuals or organizations (supporting the slate) for purchase of services.
 - i. Total of 1, 2, 3, and 4, shall not exceed \$1,500.
- G. Statements by the candidate to the effect that his/her Campaign Expense Report is a "true" statement of expenses incurred in running for an A.S.I. Office.
- H. Signature of a witness supporting good character of candidate. Signature of the Elections & Orientation Commissioner must also be on the Campaign Expense Report.
- I. All expense reports shall be reviewed by the Judicial Review Committee for authenticity and a summary of expenses for all candidates will be filed with the A.S.I. Administrative Office Room U-SU 203 within seven (7) business days after the itemized report deadline.

Section 2 – Public Document

The itemized report shall be available to the public in the A.S.I. Administrative Office Room 203 for one full calendar year.

Section 3 – Expenditure Maximum

The total expenses for an individual shall not exceed \$500 for executive officers and \$300 for all other candidates. The total expenses for a slate shall not total more than \$1,500. If an individual/slate exceeds the maximum allowance it may lead to disqualification of that individual/slate.

ARTICLE XI

AMENDMENTS

Proposed amendments to these codes shall be submitted on an absolute majority of the Elections Committee to the A.S.I. Bylaws and Codes of Procedure Subcommittee for their review and approval prior to submitting the proposed changes to the B.O.D. for their 2/3 approval.

The A.S.I. Judicial Review Committee will make a decision granting or denying hearings related to Elections, within one business day after receiving the Hearing Request Form. If a hearing is granted, it will be scheduled on the next available hearing date. The procedure for filing a complaint will be explained at the Candidate's Briefing.

Policy History

Approved:	12/15/91	Revised:	12/03/09
Revised:	05/11/92	Revised:	12/02/10
Approved:	05/15/92	Revised:	12/01/11
Revised:	10/27/94	Revised:	11/29/12
Revised:	02/08/99	Revised:	1/16/14
Revised:	02/05/01	Revised:	11/20/14
Revised:	01/10/04	Revised:	11/19/15
Revised:	01/08/09	Revised:	11/3/16





ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
ADMINISTRATIVE MANUAL

ASI BYLAWS

POLICY 001

ARTICLE I

NAME, PURPOSE AND MEMBERSHIP

Section 1. Name. The name of this corporation shall be Associated Students, Incorporated of California State University, Los Angeles (Cal State LA), hereinafter referred to as Associated Students, Inc. The official abbreviation of Associated Students, Inc. shall be ASI.

Clause 1. Purpose. The purposes of ASI shall be to:

- A. promote the establishment of, and provided the means for, effective avenues of student input into the governance of the campus;
- B. provide an official voice through which student opinion could be expressed;
- C. provide an opportunity where students could gain experience and training in responsible political participation and civic leadership;
- D. assist in the protection of the rights and interests of individual students; and
- E. stimulate the educational, social, physical, and cultural wellbeing of the university community.

Section 3. Membership. Membership in Associated Students, Inc. shall be divided into the following:

Clause 1. Regular Membership. All students of California State University, Los Angeles shall be designated regular members of the ASI subject to verification of registration status by the Registrar of the University. Regular members may:

- A. vote in ASI general and special elections
- B. hold elected or appointed office in ASI
- C. represent Cal State LA in inter-collegiate competition
- D. participate in all activities sponsored by ASI
- E. enjoy other rights and privileges accorded by the Board of Directors (BOD) under authority of the Articles of Incorporation and these Bylaws.

Clause 2. Associate Membership. Any member of the faculty or staff of California State University, Los Angeles may become an associate member of ASI by paying the student activity fee. Associate members shall enjoy all of the rights and privileges of regular membership, except the right to vote in ASI general and special elections and to hold elected or appointed office in ASI.

Clause 3. Honorary Membership. Any person, firm, corporation, or organization may be elected to honorary membership by a majority vote of the BOD in recognition and appreciation for service rendered to ASI or the community at-large.

ARTICLE II

PRINCIPAL PLACE OF BUSINESS



Section 1. Place of Business. The principal place for the transaction of business of this corporation shall be: California State University, Los Angeles, 5154 State University Drive, Los Angeles, California, 90032.

ARTICLE III **DIRECTORS, QUALIFICATIONS, AND TERM OF OFFICE**

Section 1. The Board of Directors (BOD) shall manage the affairs of this corporation in accordance with Articles VI and VII of these Bylaws.

- Clause 1. The Board of Directors shall consist of the following directors elected by the members of this corporation, as specified in Article IV of these Bylaws.
- A. ASI President
 - B. ASI Vice President for Administration (VPA)
 - C. ASI Vice President for Finance (VPF)
 - D. ASI Vice President for Academic Governance (VPAG)
 - E. ASI Vice President for External Affairs and Advancement (VPEAA)
 - F. ASI Secretary/Treasurer
 - G. ASI Diversity and Inclusion Officer – Representative-at-Large
 - H. ASI Civic Engagement Officer – Representative-at-Large
 - I. Two (2) College of Arts & Letters Representatives
 - J. Two (2) College of Business & Economics Representatives
 - K. Two (2) Charter College of Education Representatives
 - L. Two (2) College of Engineering, Computer Science, & Technology Representatives
 - M. Two (2) Rongxiang Xu College of Health & Human Services Representatives
 - N. Two (2) College of Natural & Social Sciences Representatives

Clause 2. The University President (or designee) and any designated ASI staff shall serve as non-voting board advisors.

Section 2. Qualifications. In order to become a member of a Board of Directors of an approved auxiliary organization at California State University, Los Angeles (Cal State LA) or be the campus representative to the California State Students Association (CSSA), a student candidate must be a regular member of the ASI as defined in Article I of these Bylaws at the time of filing for election or nomination for appointment.

Clause 1 Undergraduates:
Student candidates or nominees must have been enrolled at Cal State LA and completed at least one (1) semester prior to the election or nomination, and have earned no fewer than six (6) semester units of academic credit during that year with a 2.3 or better grade point per term within the 12 months immediately preceding the semester in which the election or appointment occurs. Candidates or nominees must also earn a minimum of 6 semester units of academic credit during the semester in which the election is held or nomination is made, maintaining a 2.3 grade point average or they will be automatically disqualified from holding office. Eligibility to hold office will be verified by the Registrar of the University at the time of filing for election, nomination or appointment and subsequent to election, nomination or appointment.

Graduates:



Graduate candidates or nominees must earn 3 semester units per period of continuous attendance as a new graduate student to be eligible. New graduates students who receive a bachelor's degree or credential within the past three years from Cal State LA must have earned a total of 12 units during their last year as an undergraduate to be eligible. Candidates or nominees must also earn a minimum of 3 semester units of academic credit during the term in which the election is held or nomination is made, maintaining a 3.0 grade point per term within the 12 months or they will be automatically disqualified from holding office. Eligibility to hold office will be verified by the Registrar of the University at the time of filing for election, nomination or appointment and subsequent to election, nomination or appointment.

- Clause 2. During the term of office or appointment, a student director must maintain a 2.3 or better grade point average. Undergraduates must complete a minimum of six (6) units of academic credit each semester, and graduates must complete six (6) units each semester, with the exception of one semester during each 12 months of service when student directors do not need to be registered in any courses. During this "semester off", directors must not be registered for classes at this University.
- Clause 3. Undergraduate student directors are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate student directors are allowed to earn a maximum of 50 semester units or 167 percent of the units required for graduate or credential objective whichever is greater. Students holding over that number of units will be disqualified from holding office.
- Clause 4. Student candidates, nominees and incumbents on either academic or disciplinary probation will be ineligible or automatically disqualified from holding office.
- Clause 5. Students nominated to serve on ASI committees or as ASI representatives shall meet the same eligibility standards as student directors/officers.
- Clause 6. Under extraordinary circumstances the University President may make an exception to the requirements for unit load, maximum allowable units, residency and grade point average.
- Clause 7. In addition, candidates for the office of College Representative shall:
- A. Be a declared major in the college for which they have filed
 - B. Be enrolled in at least one course within the college for which they have filed; for the Charter College of Education, have completed at least one (1) course within that college.

ARTICLE IV

ELECTION OF DIRECTORS

- Section 1. General Election. Selection of all Directors of the Associated Students, Inc. except as otherwise provided, shall be by a general election. A candidate shall be elected by a plurality of all votes cast for the office being sought. The following procedures shall be necessary for election:



- Clause 1. The Elections Code of the Associated Students, Inc. shall govern all matters of elections and election procedures.
 - Clause 2. No person shall file for more than one elective office at any one election. Declaration of candidacy for any one office shall be deemed as notification that the candidate will not accept the candidacy, write-in or otherwise, for any other office during the election.
- Section 2. Unopposed Candidates. All unopposed candidates for a given position will have their names placed on the ballot along with a no confidence ballot. If the total number of no confidence votes exceeds the total number of votes cast for the candidate, the office will be deemed vacant.
- Section 3. Term of Office. The term of office for the Board of Directors shall commence the first day of the Summer Semester and conclude on the day before the first day of the succeeding Summer Quarter.

ARTICLE V

VACANCIES, RECALL, AND REMOVAL OF DIRECTORS

- Section 1. Vacancies. If any elected official, during the term of office, ceases to be a student at Cal State LA or qualify for office, that office shall be deemed vacant; any office not filled during the general election shall be deemed vacant.
- Clause 1. In the event a director ceases to be a director due to death, resignation, disqualification, removal, leave of absence, or is determined to be ineligible by the Registrar of the University, such a vacancy shall be filled for the unexpired terms by a majority vote of the total remaining directors.
 - Clause 2. Should a vacancy occur in the office of the ASI President, the Vice President for Administration shall become President, only if the incumbent Vice President for Administration has been elected by the student body during a general or special election.
 - Clause 3. Should a vacancy occur in the office of the ASI President, and should the office of the Vice President for Administration be vacated or should the incumbent Vice President for Administration be unable to serve as President, the Vice President for Finance shall become President, only if the incumbent Vice President for Finance has been elected by the student body during a general or special election. The Vice President for Finance is *not permitted under Nonprofit Public Benefit Corporation Law for CFO to act concurrently as President. See Corporations Code Section 5213(a).*
 - Clause 4. Should a vacancy occur in the office of the ASI President, and should the office of the Vice President for Administration be vacated or should the incumbent Vice President for Administration be unable to serve as President, and should the office of the Vice President for Finance be vacated or should the incumbent Vice President for Finance be unable to serve as President, the Vice President for Academic Governance shall become President, only if the incumbent Vice President for Academic Governance has been elected by the student body during a general or special election.
 - Clause 5. Should a vacancy occur in the office of the ASI President, and should the office of the Vice President for Administration be vacated or should the incumbent Vice President for Administration be unable to serve as President, and should the office of the Vice President for Finance be vacated or should the incumbent Vice President for Finance be unable to serve as President, and should the office of the



Vice President for Academic Governance be vacated or should the incumbent Vice President for Academic Governance be unable to serve as President, the Vice President for External Affairs and Advancement shall become President, only if the incumbent Vice President for External Affairs and Advancement has been elected by the student body during a general or special election.

- Clause 6. Should a vacancy occur in the office of the ASI President, and should the office of the Vice President for Administration be vacated or should the incumbent Vice President for Administration be unable to serve as President, and should the office of the Vice President for Finance be vacated or should the incumbent Vice President for Finance be unable to serve as President, and should the office of the Vice President for Academic Governance be vacated or should the incumbent Vice President for Academic Governance be unable to serve as President, and should the office of the Vice President for External Affairs and Advancement be vacated or should the incumbent Vice President for External Affairs and Advancement be unable to serve as President, the Secretary/Treasurer shall become President, only if the incumbent Secretary/Treasurer has been elected by the student body during a general or special election.
- Clause 7. Should the offices of the ASI President, the Vice President for Administration, and the Vice President for Finance, Vice President for Academic Governance, Vice President for External Affairs and Advancement, or Secretary/Treasurer be vacated simultaneously, a special election for those offices shall be held.
- Clause 8. Should the offices of the Vice President for Administration, the Vice President for Finance, the Vice President for Academic Governance, Vice President for External Affairs and Advancement, or the Secretary/Treasurer be vacated, the Board of Directors shall appoint a replacement. Vice Presidents appointed in this manner will not be eligible for appointment to the position of President by the Board of Directors.

Section 2. Recall/Removal. Any elected or appointed Director may be subject to recall by action of the Board of Directors as prescribed by the Code of Procedures, or by petition containing signatures and campus identification numbers (CIN) of ten (10) percent of Associated Students, Inc. regular members.

- Clause 1. In the case of a college representative, any elected or appointed Director may be subject to recall by action of the Board of Directors as prescribed by the Code of Procedures, or by petition containing signatures and campus identification numbers (CIN) of ten (10) percent of Associated Students, Inc. regular members in the respective college. Only members from that college will be able remove/recall their college representative.
- Clause 2. All persons wishing to circulate petitions for recall must register them with the Executive Director or designee, at which time all copies of the petition will be dated.
- Clause 3. The Vice President for Student Life or designee ensures that the recall petition is returned to the Associated Students, Inc. within twenty (20) working days. The enrollment status of all students whose signature and student identification number appears on the petition shall be verified by the University Registrar within ten (10) working days of receipt of the petition.
- Clause 4. Should such a petition be verified, a special election shall be called by the Associated Students, Inc. President within fifteen (15) working days of the verification date.



...For the Students, by the Students!™



...For the Students, by the Students!™

Clause 5. A majority of votes cast for recall shall remove a director from office, providing that the total number of votes cast in the recall election equal or exceed the number cast for that director when elected, plus at least one-fifth (1/5) of the total number of votes cast for unsuccessful candidates for the election.

Clause 6. In the event that a director was appointed to the Board of Directors under Article V, Section 1, Clause 1, or has succeeded to office under Article V, Section 1, Clauses 2,3, and 5; the total number of votes cast in the recall election must equal or exceed the total number of votes cast for the director's predecessor, plus at least one-fifth (1/5) of the total number of votes cast for unsuccessful candidates for that office.

Section 3. Removal of Directors by the Board of Directors. The Board of Directors may initiate action to remove any director through the removal procedures prescribed by the most recently revised edition of the Associated Students, Inc. Code of Procedures.

Clause 1. Removal of a director for any reason will not invalidate any prior vote or actions on the part of that director.

ARTICLE VI

AUTHORITY, ACTIONS AND DUTIES OF DIRECTORS

Section 1. Authority. The Board of Directors shall have the power to conduct, manage and control the affairs and business of the corporation in conformity with the applicable federal and state laws including the California Education and Corporations Code, Title 5 of the California Administrative Code, applicable policies of the Board of Trustees of the California State University and the University, the Articles of Incorporation and these Bylaws.

Clause 1. The Board of Directors shall, by two-thirds (2/3) vote of all directors have final authority in all cases involving interpretation of the Articles of Incorporation, Bylaws, Codes of Procedures and policies.

Clause 2. The Board of Directors shall have the authority to hire and dismiss employees and to establish policies regarding employee benefits, responsibilities, compensations, and grievance procedures.

Section 2. Action. Any decision of the Board of Directors involving interpretations of the Articles of Incorporation, Bylaws, or any Codes is subject to reconsideration by the Board of Directors at the request of the Judicial Review Committee, or the President of the University.

Section 3. Duties of Directors.

Clause 1. The Representatives-at-large shall:

- A. Ensure that all necessary activities and policies are initiated and implemented to benefit the student body at large.
- B. Actively seek out the opinions, needs and desires of students who do not have official representatives on the Board of Directors.
- C. Be a member of at least one of the Associated Students, Inc. committees.
- D. Submit a State of Affairs Report to the Board of Directors in accordance with the Code of Procedures.

Clause 2. The Representatives of College shall:

- A. Be the official representatives of their respective Colleges.
- B. Actively seek out the opinions, needs and desires of their constituents.



- C. Present to the Board of Directors for consideration, measures which might serve to resolve student-related problems encountered by their constituents.
- D. Be a member of at least one of the Associated Students, Inc. committees.
- E. Submit a State of Affairs Report to the Board of Directors in accordance with the Code of Procedures.

Section 4. Annual Budget. The Board of Directors shall submit a completed annual budget to the University President for approval no later than sixty (60) calendar days prior to the end of the fiscal year. The Board of Directors shall approve the appropriation of Associated Students, Inc. funds in accordance with Title 5, California Administrative Code, the Education Code and the Corporations Code of the State of California, and applicable policies of the Board of Trustees of the California State University. Implementation of any such provisions, however, is subject to the review and approval of the University President in accordance with Section 42402 of Title 5 California Code of Regulations.

Section 5. Codes and Records. The Board of Directors shall establish, enforce, and keep permanent record of these Bylaws, codes and rules, and regulations governing the affairs of the Associated Students, Inc.

- Clause 1. The Board of Directors shall approve the creation or dissolution of any and all councils, commissions, and committees necessary for the efficient and effective operation of the Associated Students, Inc.
- Clause 2. The Board of Directors shall establish its own Code of Procedures and keep a permanent book of minutes and records of all acts, resolutions, and business transacted, which shall be available to the public.
- Clause 3. The Associated Students, Inc. Administrative Office shall prepare a bound copy of the annual minutes and records of the Associated Students, Inc. at the end of each fiscal year.
- Clause 4. The Vice President for Finance shall make available to the public an annual Financial Report for the fiscal year of operation.

ARTICLE VII

MEETINGS OF THE BOARD OF DIRECTORS

Section 1. Regular Meetings. The regular meetings of the Board of Directors shall be held biweekly, when classes are in session, at a time to be set by the Board of Directors. Such meetings shall be held at Cal State LA.

Section 2. Emergency Meetings. Emergency meetings of the Board may be called at any time by the Associated Students, Inc. President. In the President's absence, inability, or refusal to do so, any two (2) members of the Board may call the Emergency meeting.

- Clause 1. Notice of the time and place of such Emergency Board meetings shall be given by personally delivering a copy to each director, or by e-mail or letter sent at least three (3) working days prior to the time set for the Emergency meeting.
- Clause 2. Said notice shall state in general terms the purpose for which the meeting is called.



Clause 3. Said notice shall be handled at the Associated Students, Inc. expense and addressed to each director at his/her address as it appears in the records of the Associated Students.

Section 3. Quorum. A quorum for all meetings shall consist of 50% of the membership of the Board of Directors plus the chair.

ARTICLE VIII

OFFICERS

Section 1. Officers - The officers of this corporation shall be:

- A. ASI President
- B. ASI Vice President for Administration who shall be the first (1st) Vice President
- C. ASI Vice President for Finance, who shall be the second (2nd) Vice President
- D. ASI Vice President for Academic Governance, who shall be the third (3rd) Vice President
- E. ASI Vice President for External Affairs and Advancement who shall be the fourth (4th) Vice President
- F. ASI Secretary/Treasurer

Section 2. Responsibilities of the ASI President.
The ASI President shall:

- A. Preside over the Board of Directors, the Executive Committee, and the Personnel Committee meetings and be a member of the Finance Committee.
- B. Have the power to recommend for appointment, and/or dismissal, with a majority approval of the entire Board of Directors; the Elections Commissioner, the students on the Instructionally Related Activities Board, the University-Student Union Nominating Committee, the Cal State LA Foundation, Cal State LA University Auxiliary Services, Inc.
- C. Have the power to recommend such appointments as the Bylaws or the Code of Procedures require, subject to a majority approval by the Board of Directors, and to fill vacancies, unless otherwise provided for in these Bylaws or Board of Director Code of Procedures.
- D. Be the official representative of the Associated Students, Inc.
- E. Be a member of all Associated Students, Inc. committees, commissions, and councils.
- F. Be responsible for the implementation of any policies and measures of the Associated Students, Inc. that are not under the jurisdiction of the committees, commissions, councils, or other offices as specified in these Bylaws or the Code of Procedures.
- G. Shall assume the leadership and responsibilities as stated in Article IX, Section 1 and Section 7 of the Associated Students, Inc. Bylaws and appropriate Code of Procedure(s).
- H. Perform such other duties as may be prescribed by the Board of Directors, these Bylaws or the Code of Procedures Section 5213(a) of the California Corporations Code.

Section 3. Responsibilities of the ASI Vice President for Administration.
The First Vice President shall:

- A. Coordinate the activities of all Administrative units.
- B. Preside over the Cabinet of Commissioners.



- C. Be a member of the Board of Directors, Executive, Personnel, and Finance Committees.
- D. Be an member of all Administrative units.
- E. Have the power to recommend various commissioners for appointment and/or dismissal, with a simple majority consent of the Board of Directors.
- F. In the absence, disability, or at the request of the ASI President, perform all the duties of the ASI President; and when so acting, have all the powers of, and be subject to, all the restrictions upon the Office of the President.
- G. Shall assume the leadership and responsibilities as stated in Article IX, Section 2 and Section 4 of the Associated Students, Inc. Bylaws and appropriate Code of Procedure(s).
- H. Have such other powers and perform such other duties as may be delegated by the ASI President, the Board of Directors, these Bylaws, or the Board of Directors Code of Procedure.

Section 5. Responsibilities of the ASI Vice-President for Finance.
The Second Vice President shall:

- A. Coordinate the activities of all Finance units and will preside over the Finance Committee as Chair.
- B. Be a member of the Board of Directors, Executive, Personnel, and Finance Committees.
- C. Clarify the role and responsibilities of CFO.
- D. Have the power to recommend for appointment and/or dismissal, with a majority approval of the entire Board of Directors, students to the position of Vice-Finance Chair.
- E. Shall assume the leadership and responsibilities as stated in Article IX, Section 3 and Section 8 of the Associated Students, Inc. Bylaws and appropriate Code of Procedure(s).
- F. Have such other powers and have such other duties as may be delegated by the Associated Students Inc. President, the Board of Directors, these Bylaws, or the Code of Procedures. Note: The Vice President for Finance is *not permitted under Nonprofit Public Benefit Corporation Law for CFO to act concurrently as President. See Corporations Code Section 5213(a).*

Section 4. Responsibilities of the ASI Vice President for Academic Governance.
The Third Vice President shall:

- A. Coordinate the activities of all Academic Governance units
- B. Preside over the Cabinet for Academic Senators & Shared Governance Committee.
- C. Be a member of the Board of Directors, Executive, Personnel, and Finance Committees.
- D. Have the power to recommend for appointment and/or dismissal, with a majority approval of the entire Board of Directors, students to University and Academic Senate committees, subcommittees and boards.
- E. In the absence or disability of the ASI President and First Vice President shall, perform all the duties of the ASI President; and when so acting, shall have all the powers of, and be subject to all the restrictions of the Office of the President.



- F. Shall assume the leadership and responsibilities as stated in Article IX, Section 5 of the Associated Students, Inc. Bylaws and appropriate Code of Procedure(s).
- G. Have such other powers and perform other such duties as may be delegated by the ASI President, the Board of Directors, these Bylaws, or the Board of Director Code of Procedures.

Section 6 Responsibilities of the ASI Vice President for External Affairs and Advancement
The Fourth Vice President shall:

- A. Coordinate all lobbying activities and serve as Chair of the Legislative Affairs and Advocacy Committee and Lobby Corps members.
- B. Be a member of the Board of Directors and Executive, Personnel, and Finance Committee.
- C. Have the power to recommend for appointment and/or dismissal, with a majority approval of the entire Board of Directors, students to the position of Vice Chair of Legislative Affairs and Advocacy Committee.
- D. Shall assume the leadership and responsibilities as stated in Article IX, Section 6 of the Associated Students, Inc. Bylaws and appropriate Code of Procedure.
- E. Have such other powers and have such other duties as may be delegated by the Associated Students, Inc. President, the Board of Directors, these Bylaws, or the Code of Procedures.

Section 7. Responsibilities of the ASI Secretary/Treasurer.
The Secretary/Treasurer shall:

- A. Notify and conduct an orientation for all appointees of positions to which they have been assigned by the BOD.
- B. Process Grant-In-Aid requests with the input of the President, VPA, VPF, VPAG and VPEAA in their roles as delineated earlier in these codes.
- C. Keep official record of the attendance of ASI members for all official required committee meetings to ensure accountability of ASI members.
- D. Be a member of the Board of Directors, Executive, Personnel, and Finance Committees.
- E. Oversee accountability and quality control of ASI BOD Appointment & Interview Process and committee appointments.
- F. Shall assume the leadership and responsibilities as stated in Article IX, Section 9 of the Associated Students, Inc. Bylaws and appropriate Code of Procedure.
- G. Have such other powers and have such other duties as may be delegated by the Associated Students Inc. President, the Board of Directors, these Bylaws, or the Code of Procedures.

ARTICLE IX

STANDING COMMITTEES

Section 1. Executive Committee. The Executive Committee shall coordinate the information, program, projects, and problems to be considered by the ASI Board of Directors. The Executive Committee shall also provide general policy guidelines, and make specific decisions, in place of the entire Board of Directors only when the Board cannot be called together to act on an emergency matter.



Clause 1. All decisions of the Executive Committee shall be reported to the Board of Directors and may be overturned by a simple majority vote of the Board of Directors present at the meeting.

Section 2. Personnel Committee. The Personnel Committee shall act on behalf of the Board of Directors in all matters concerning employees of the corporation. Such actions shall be in accordance with Title 5 of the California Code of Regulations, policies and directives of the Board of Trustees of the California State University and Colleges, policies of the University, the Articles of Incorporation, and these Bylaws.

Clause 1. The Personnel Committee shall make recommendations to the Board of Directors regarding hiring employees, dismissing employees, establishing policies regarding employee benefits, responsibilities, compensations, and grievance procedures.

Clause 2. The Personnel Committee shall make annual recommendations to the Board of Directors on personnel matters involving any changes in the level of budgetary support.

Clause 3. The Personnel Committee shall conduct, on an annual basis, a review of the performances of the full-time employees.

Section 3. Finance Committee. The Finance Committee shall act on behalf of the Board of Directors in all matters pertaining to income appropriation, and the safeguarding of ASI funds.

Clause 1. The Finance Committee shall make recommendations to the Board of Directors regarding allocation of funds.

Clause 2. The Finance Committee shall also prepare an annual budget which must be submitted to the ASI Board of Directors in sufficient time for review and approval in accordance with Article VI, Section 4 of these Bylaws.

Clause 3. The Finance Committee shall have responsibility for recommending the most appropriate investment of, and the safeguarding of ASI funds.

Section 4. Cabinet of Commissioners. The Cabinet of Commissioners shall coordinate, plan and be responsible for the activities of the administrative units of the ASI

Clause 1. All actions of the Cabinet of Commissioners must be reported to the Board of Directors. Once reported, the Board of Directors may reconsider the actions of the Cabinet of Commissioners.

Clause 2. The members of the Cabinet of Commissioners shall be governed by the most recent Cabinet of Commissioners Code of Procedure.

Section 5. Cabinet of Academic Senators & Shared Governance Council. The Cabinet of Academic Senators & Shared Governance Council (SGC) shall coordinate, plan, and be responsible for the actions of the Academic Governance units of the ASI

Clause 1. All actions of the SGC must be reported to the Board of Directors. Once reported the Board of Directors may reconsider the actions of the SGC.

Clause 2. The members of the SGC shall include, but shall not be limited to, the student senators of the Academic Senate.



- Section 6 Legislative Affairs and Advocacy Committee. The Legislative Affairs and Advocacy Committee (LAAC) shall coordinate, plan, and be responsible for coordinating all ASI Lobby Corps efforts of ASI
- Clause 1. Review, research and make recommendations on, but not limited to, legislation emanating from the California State Legislature and United States Congress and make a recommend a list of legislative priorities and recommended action to the Board of Directors (B.O.D.) of ASI for approval by the third regularly scheduled meeting of the year.
- Clause 2. The members of the Legislative Affairs and Advocacy Committee (LAAC) shall be governed by the most recent Legislative Affairs Committee Code of Procedure.
- Section 7. Cabinet of College Representatives. The Cabinet of College Representatives shall support college representatives by opening lines of communication and collaboration within University Colleges.
- Clause 1. All actions of the Cabinet of College Representatives must be reported to the Board of Directors. Once reported, the Board of Directors may reconsider the actions of the Cabinet of College Representatives.
- Clause 2. The members of the Cabinet of College Representatives shall be governed by the most recent Cabinet of College Representatives Code of Procedure.
- Section 8. Funding Sub-Committee. The Funding Sub-Committee shall act as the first step in a multi-level approval process in requests for appropriation of Associated Students, Inc. (ASI) funds in accordance with these A.S.I. Bylaws, the ASI Administrative Manual, and the Funding Sub-Committee Code of Procedure.
- Clause 1. This committee is only granted the authority for allocations. This sole authority of taking action on funding proposals as referenced in Article IV, Section 1, of the Finance Committee Code of Procedure - Policy 201.
- Clause 2. All actions of the Funding Sub-Committee must be reported to the Board of Directors. As is the nature of a sub-committee; the Finance Committee, and ultimately the Board of Directors (BOD), have the power to reverse or change any action, or supplement for any lack of action, taken by committee.
- Clause 3. The members of the Funding Sub-Committee shall be governed by the most recent Funding Sub-Committee Code of Procedure.
- Section 9. Strategic Planning Committee. The Strategic Planning Committee shall assist the Board of Directors in recommending and directing, for their approval, the Associated Students, Inc. BOD towards their vision
- Clause 1. All actions of the Strategic Planning Committee must be reported to the Board of Directors. Once reported, the Board of Directors may reconsider the actions of the Strategic Planning Committee.
- Clause 2. The members of the Strategic Planning Committee shall be governed by the most recent Strategic Planning Committee Code of Procedure.
- Section 10. Bylaws and Codes of Procedure Sub-Committee. The Bylaws and Codes of Procedure Sub-Committee shall ensure that the governing documents, policies and procedures of



ASI are in compliance with Title V of the Administrative Code of the State of California, Policy and Directives of the Board of Trustees of the California State University, Policies of the Cal State LA, the Articles of Incorporation, and these Bylaws.

Clause 1. All actions of the Bylaws and Codes of Procedure Sub-Committee must be reported to the Board of Directors. Once reported, the Board of Directors may reconsider the actions of the Bylaws and Codes of Procedure Sub-Committee.

Clause 2. The members of the Bylaws and Codes of Procedure Sub-Committee shall be governed by the most recent Bylaws and Codes of Procedure Sub-Committee Code of Procedure.

Section 11 Judicial Review Committee. The Judicial Review Committee shall:

- A. Review, upon appeal, decisions of the Board of Directors involving interpretations of the Articles of Incorporation, the Bylaws, and the Code of Procedures.
- B. Certify and declare all election results.
- C. Hear all alleged violations of election campaign rules and regulations, and/or irregularities in balloting procedures as set forth in the ASI Bylaws and Election Code.
- D. Resolve grievances between members of the ASI and the Board of Directors relative to the functioning of the ASI
- E. Hear other grievances and issues as referred to the Committees by the Board of Directors or the University President.

Clause 1. Membership. This committee shall consist of a Chief Justice, three (3) Associate Justices and one faculty member.

- A. The Chief Justice and the Associate Justice shall be recommended by the Associated Students, Inc. President and shall be approved by a two-thirds (2/3) vote of the entire Board of Directors.
 - 1. The justices may not hold or run for an elective or other appointive office of the Associated Students.
 - 2. The justices shall be regular members of the Associated Students, Inc. in good standing as defined by the University Registrar.
- B. The Faculty member shall be recommended by the Committee on Committees of the Academic Senate and shall be approved by a two-thirds (2/3) vote of the entire Board of Directors.

Clause 2. Review. Any decision of the Board of Directors is subject to review in the following manner:

- A. The Board of Directors, by a majority vote, may present matters to the Judicial Review Committee.
- B. The Associated Students, Inc. President or the Chief Justice shall be obligated to convene a Judicial Review Committee upon receipt of a petition requesting such an action containing seventy-five (75) student signatures, with permanent file numbers, verified by the University Registrar.

Clause 3. Power. The Judicial Review Committee, after appropriate legal consultation, shall have the power to declare corporation actions contrary to the Articles of Incorporation, Bylaws, or any Code. Such declarations shall then be referred to the Board of Directors for immediate remedial action pursuant to Article VI, Section 1, Clause 1.

Clause 4. Procedures. The Judicial Review Committee shall:



- A. Establish its own Code of Procedures. This code shall be approved by the Associated Students Board of Directors.
- B. Submit its decisions in writing to the Associated Students Board of Directors for appropriate action and inclusion in the official minutes.

Clause 5. Term of Office. The term of office for members of the Judicial Review Committee shall coincide with the term of office for the Associated Students, Inc. Board of Directors.

ARTICLE X

ELECTIONS

Section 1. Annual General Election. There shall be an annual general election by the members of this corporation for the purpose of electing the officers of this corporation. Said election shall be conducted on the campus of California State University, Los Angeles. The election shall be held on a date or dates as may be determined by the General Election Code of Procedures and approved by the Board of Directors.

Clause 1. Notice of the time of such election shall be given at least three (3) weeks in advance and must be placed in various public places on the campus of Cal State LA and published in the following ways:

- A. Campus wide e-mails
- B. The ASI website and/or the University Times

Section 2. Special Elections, Referendum, and Initiative

Clause 1. Initiative. The ASI shall have the power to initiate policy, rules, or regulations at a Board of Directors meeting by means of a written petition. All persons wishing to circulate petitions must register them with the Executive Director or designee, at which time all copies of the petition will be dated. Petitions must be signed by at least three percent (3%) of the current members of the ASI with permanent file numbers, verified by the University Registrar as mentioned in Article V, Section 2, Clause 2. Upon presentation of the petition to the Board of Directors, that body shall act on said petition within a period of fifteen (15) school days. If the Board of Directors fails to take action requested in the petition, the petitioners may request a referendum, and the Board of Directors shall make provision for such an election as specified in Article XII, Section 2, Clause 2.

Clause 2. Referendum. Any policy, rules, or regulations adopted by the Board of Directors shall be subject to a referendum vote of the ASI except emergency measures without permanent effects; procedural rules of the Board of Directors; any initiative on which the Board of Directors fails to take action in Clause 1 of this Section; or any matter on which the Board of Directors desires a vote of the general student body. A request for such vote made either by written petition signed by at least three percent (3%) of the members of the Associated Students with permanent CIN file numbers, verified by the University Registrar; or two-thirds (2/3) vote of the Board of Directors, shall necessitate a special election within thirty (30) school days after said petition has been filed, or after such action by the Board of Directors.

- A. To pass a referendum the majority of the votes cast by the regular members of ASI shall be sufficient to uphold the referendum in an election.



Clause 3. Notice of the time and place of the special election shall be given at least seven (7) days in advance and shall contain a general statement of the purposes and matters to be considered.

Notice of the special election must be placed in various public places on the campus of CSULA and published in the following ways:

1. Campus wide e-mails
2. The ASI website and/or the University Times

Clause 4. Special elections for other purposes may be called by two-thirds (2/3) vote of the Board of Directors or by petition of five percent (5%) of the whole student body, and shall be conducted in a way consistent with other paragraphs of this section.

ARTICLE XI INDEMNIFICATION OF DIRECTORS, OFFICERS, EMPLOYEES AND OTHER AGENTS

Section 1. Right of Indemnity. To the fullest extent permitted by law, the corporation shall indemnify its Directors, Officers, employees, and other persons described in Section 5238 (a) of the California Corporations Code, including persons formerly occupying any such position, against all expenses, judgments, fines, settlements and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in that Section, and including an action by or in the right of the corporation, by reason of the fact that the person is or was a person described in that section. "Expenses," as used in this Bylaw, shall have the same meaning as in Section 5238 (a) of the California Corporations Code.

Section 2. Approval of Indemnity. On written request to the Board by any person seeking indemnification under Section 5238 (b) or Section 5238 (c) of the California Corporations Code, the Board shall promptly determine under Section 5238 (e) of the California Corporations Code whether the applicable standard of conduct set forth in Section 5238 (b) or Section 5238 (c) has been met and, if so, the Board shall authorize indemnification.

Section 3. Advancement of Expenses. To the fullest extent permitted by law and except as otherwise determined by the Board in a specific instance, expenses incurred by a person seeking indemnification under these Bylaws in defending any proceeding covered by those Sections shall be advanced by the corporation before final disposition of the proceeding, on receipt by the corporation of an undertaking by or on behalf of that person that the advance will be repaid unless it is ultimately determined that the person is entitled to be indemnified by the corporation for those expenses.

Section 4. Insurance. The corporation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its Officers, Directors, employees, and other agents, against any liability asserted against or incurred by any Officer, Director, employee, or agent in such capacity or arising out of the Officer's Director's, employee's or agent's status as such.

ARTICLE XII MISCELLANEOUS PROVISIONS

Section 1. Conflict of Regulations. In the event that a provision of code, or other regulation of a commission, Committee, Council, or other organization of this corporation be in conflict with the Articles of Incorporation and Bylaws of this corporation, these Articles of Incorporation and Bylaws shall prevail.



- Section 2. Signature on Petitions. To be valid, the signatures on a petition must be accompanied by the student's permanent file CIN number and each page of the petition must contain a statement of a purpose of that petition.
- Section 3. Fiscal Year. The fiscal year of this corporation shall be a period of twelve (12) months between the first of July and the thirtieth of June of the succeeding year.
- Section 4. No Corporate Members. The Corporation shall have no members as that term is defined in Section 5056 of the California Corporations Code, or in any successor statute thereto. Any Corporate action which would otherwise require approval by a majority of all members or approval by the members of the Corporation shall require only approval of the Board of Directors.
- Section 5. Amendments & Revisions. The Bylaws of this corporation may be amended or revised by a majority of the votes cast by the regular membership of this corporation in general or special election or by a two-thirds (2/3) majority of the Board of Directors.
- Clause 1. All amendments and revisions to the Bylaws approved by the Board of Directors shall go into effect immediately and must be reported to the regular membership of ASI within 15 business days.
- Clause 2. Amendments and revisions approved by the Board of Directors may be rescinded by the regular membership of this corporation at the following general or special election. This process shall be as follows:
- A. Any amendment or revision may be subject to rescission by petition containing signatures and campus identification numbers (CIN) of one (1) percent of ASI regular members.
 - i. All persons wishing to circulate petitions for recall must register them with the Executive Director or designee, at which time all copies of the petition will be dated.
 - B. The Vice President for Student Affairs or designee ensures that the rescission petition is returned to the Associated Students, Inc. within twenty (20) working days. The enrollment status of all students whose signature and student identification number appears on the petition shall be verified by the University Registrar within ten (10) working days of receipt of the petition.
 - C. An amendment or revision shall be rescinded by a majority of the votes cast by the regular membership.
- Clause 3. An amendment may be proposed by a regular member to the Board of Directors in writing:
- A. By three percent (3%) of the regular membership. Signatures and CIN numbers shall be verified by the University Registrar; or
 - B. By a majority vote of the Executive Committee to the Board of Directors
- Clause 4. A copy shall be published in the University Times at least seven (7) school days prior to the day of the special election.
- A. Such copy may be accompanied by a proponent and opponent position, neither of which shall exceed two hundred fifty (250) words.



Clause 5. The Board of Directors shall call a special amendment election in not less than fifteen (15) or more than thirty (30) school days following the presentation of the proposed amendment to the Board of Directors.

Section 6. The Board of Directors shall be responsible for making any necessary corrections to modify the Bylaws to conform with the most current federal or state laws, Chancellor directives and University written policies. A two-thirds (2/3) vote of the entire Board of Directors is necessary to make such changes.

Section 7. The University President or designee shall serve as non-voting board advisor to all Associated Students, Inc. commissions, committees, and councils.

Section 8. Title 5 of the California Code of Regulations, the Education Code of the State of California, and the Articles of Incorporation of the Associated Students, Inc. at Cal State LA supersede these Bylaws.

Section 9. The Associated Students, Inc. shall be subject to an annual audit by a firm of certified public accountants as provided in Section 89900(a) of the California Education Code.

Policy History

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