



2014-15
Associated Students, Inc.
General Election Candidate Packet
Extended Deadline Application
DEADLINE: Friday, March 21, 2014



"...For the Students, by the Students!"

Only Available Positions:

- Vice President for Academic Governance
- College of Engineering, Computer Science & Technology Representative
- Campus Affairs Representative-at-Large



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Note: Candidates can secure these additional forms at http://www.asicsula.org/elections	
➤ Intent to Establish a Slate	➤ Candidate Expense Report Directions & Template
➤ Slate Campaign Literature Posting Contract	➤ Grievance & Hearing Procedures



What is A.S.I.?

Associated Students, Incorporated (A.S.I.) is the officially recognized voice of CSULA students. A.S.I. is a not-for-profit student-run auxiliary governed by the A.S.I. Board of Directors, who are elected each year by the student body of Cal State L.A. The Board of Directors, along with student Academic Senators, Associate Justices, and the Cabinet of Commissioners, advocate for student interests.

The purpose and function of A.S.I. is to:

1. Provide means for effective avenues of student input into the governance of the campus.
2. Stimulate the educational, social, physical, and cultural well-being of the University community.
3. Develop, enhance, and maintain effective communication with faculty, staff, and the campus administration.

What does A.S.I. do for CSULA students?

On campus, A.S.I. student representatives advocate for students through the Academic Senate and various college and university-wide committees. Off campus, A.S.I. advocates for CSULA through its lobbying efforts and its collaboration with our sister campuses within the California State Student Association (CSSA).

For more information on A.S.I. 2014 General Elections please contact:

A.S.I. Elections and Orientation Commissioner
asieoc@calstatela.edu
323-343-4778

For more information about A.S.I. in general visit our website: www.asicsula.org

For details regarding elections visit www.asicsula.org/elections



General Election Timeline of Important Dates and Deadlines

Winter Quarter 2014

- Tuesday, March 4, 2014— **A.S.I. General Elections Extended Deadline Application Package** is available
 - ✓ On the A.S.I. website
 - ✓ A.S.I. Administrative Office in U-SU Room 203,
 - ✓ and in the CSI Administrative Office in U-SU Room 204
- **Friday, March 21, 2014 (10th week)—EXTENDED DEADLINE to submit Candidate Application**
 - Applications are due **by 5 pm** in the Center for Student Involvement, U-SU Room 204

Spring Quarter 2014

- **MANDATORY Candidate Elections Orientation**
(Required for all candidates to attend one)
Friday, April 18, 2014 (4th week) in the LOCATION TBD
Times: TBD
- **Candidate Campaigning Period Begins**
This period depends on when an intent to run for office or intent to establish a slate is submitted. If no intents are submitted the official campaigning date starts on Tuesday, April 22, 2014 – Tuesday, May 7, 2014.
- Wednesday, April 23, 2014 (4th week): **Debate One**
(Required for all candidates to attend one)
Time: TBD **Location:** TBD
- Thursday, April 24, 2014 (4th week): **Debate Two**
(Required for all candidates to attend one)
Time: TBD **Location:** TBD
- Tuesday, April 29, 2014 (5th week): **Presidential & Executive Officers Debate**
(Required for all Presidential and Executive Office candidates to attend)
Time: TBD **Location:** TBD
- Monday, May 5 thru Wednesday, May 7 (7th week): **A.S.I. General Elections**
 - On-line election begins on Golden Eagle Territory (G.E.T.)
 - Access your ballots on Monday, May 5 at 8 am until they close on Wednesday, May 7 at 7 pm.
- Thursday, May 8, 2014 (6th week): **General Elections Results Announcement**
Time: 4 pm **Location:** U-SU Plaza
- Thursday, May 15, 2014 (7th week): **Deadline to remove ALL campaign literature**
(I.e. Remove all physical campaign literature on-campus like posters, banners, fliers, etc.)



General Elections Process Outline

Thank you for your interest in Associated Students, Inc. (A.S.I.) General Elections. A.S.I. is a not-for-profit student run auxiliary governed by a student Board of Directors who are elected each year by the student body of Cal State L.A. A.S.I. is the officially recognized voice of the students since 1959.

A.S.I. continually advocates for student issues and by participating in A.S.I. General Elections, YOU could be the next official representative for all CSULA students.

In order to be a candidate in the A.S.I. General Elections, you must complete the following steps:

Step 1: (Highly encouraged for all interested candidates): Attend an A.S.I. General Elections Workshop

These workshops will be held every other week to inform students about elections and provide guidance to all potential candidates. Learn more about A.S.I., election policies, meet other interested students leaders, and hear from students who have experienced elections and A.S.I. already! To find out more about the workshop go the <http://www.asicsula.org/elections>

Step 2: (Mandatory if you wish to pre-campaign): Submit your "Intent to Run for Office" Form.

Pre campaigning is "Defined as campaigning unofficially prior to a candidate's eligibility has been verified by the Registrar's Office, and verification of completion of all candidacy requirements" (Elections Code of Procedures, Article IV, section 1).

If you wish to pre-campaign you must sign and return the "Intent to Run for Office" Form BEFORE starting to pre-campaign to the A.S.I. Administrative Office, U-SU 203

Step 3: (Mandatory for ALL candidates): Complete and submit the A.S.I. General Elections Extended Deadline Application Package

To be an official candidate, you MUST complete the A.S.I. General Elections Application (**with required forms**) and submit it to the **Center for Student Involvement, U-SU Room 204 by Friday, March 21, 2014.**

Step 4: Eligibility Verification

The Registrar's office, the office of Student Affairs, checks and verifies eligibility (as outlined in the A.S.I. Board of Directors Code of Procedures) for all candidates that have submitted the A.S.I. General Elections Application. A letter is issued to inform applicants of their eligibility status. Once, eligibility is verified, the applicant is a step closer to being an official candidate. If deemed ineligible, the applicant has a five (5) business days to clear their eligibility.



Step 5: Attend a mandatory Candidate Briefing meeting

Failure to attend a mandatory candidate briefing meeting, without prior arrangements (as outlined in the Elections Code, Article III, section 5), will lead to an automatic **disqualification**.

Step 6: Attend and participate in a mandatory Candidate Debate

Failure to attend a mandatory candidate debate, without prior arrangements (as outlined in the Elections Code, Article III, section 6), will lead to an automatic **disqualification**.

Step 7: Run a clean, honest, active campaign!

Follow all rules and regulations as outlined in the Election Code of Procedures. Campaigning period is from Thursday, April 22 through Wednesday, May 7, 2014. All the best!

Step 8: Find out the results on Thursday, May 7, 2014!

Step 9: Remove all campaign materials on-campus from all areas no later than 5 pm, on Wednesday, May 15, 2014 at Noon or you will be fined.

Step 10: Win or Lose

If you win, get ready for a busy, exciting year that begins with an Inauguration ceremony at the beginning of summer quarter 2014.

If you lose, stay involved! Apply for any vacant positions, appointed positions, and/ or join a committee. Your leadership is important.



A.S.I. Officers Eligibility Overview

All Candidates must:

- A. Be in good standing, "A student shall be considered in good standing unless he or she is on academic probation; academically disqualified; on disciplinary probation, expulsion, or suspension; or under defaulted financial obligation to the University."
- B. At time of appointment, have been in residence (or enrolled) at CSULA for at least two (2) quarters prior application,
- C. Be familiar with A.S.I. Bylaws and Codes of Procedures,
- D. Serve a minimum of two (2) office hours per week physically in the A.S.I. Offices. Board of Directors applicants must be available to fulfill minimum of eight (8) service hours per week in addition to the office hour requirement,
- E. Serve on two (2) Committees; one internal and one external.
- F. **Additionally Board of Directors must be available for the following times:**
 - i. from 3:30 pm - 6 pm on some *Tuesdays* and all alternating *Thursdays* for Board of Directors meetings,
 - ii. from 3:30 – 5:30 PM three-four *Thursdays* per quarter for the Shared Governance Committee Meetings.
- G. **Additionally Academic Senators must be available for the following times:**
 - i. Be available from 1:30 – 3:30 PM on *Tuesdays* for Academic Senate meetings
 - ii. Be available from 3:30 – 5:30 PM on *Tuesdays* directly following the Academic Senate meetings for the Shared Governance Committee Meetings.
 - iii. Be available from 3:30 – 5:30 PM three-four *Thursdays* per quarter for the Shared Governance Committee Meetings.
 - iv. Serve a minimum of two (2) hours per week physically in the A.S.I. Offices

2. If you are an Undergraduate applicant, you must:

- A. Have a 2.0 or better cumulative GPA during the 12- month period immediately preceding applications.
- B. **Note:** The University Registrar's Office calculates GPA on the overall 12-month period prior to application,
- C. Have earned at least (9)-quarter units of academic credit during that year.
- D. **Note:** Remedial course units are not counted as academic credit,
- E. Be enrolled in at least (9)-quarter units of academic credit as well as:
 - i. Maintain a minimum load of (9)-units per quarter; with the exception of one quarter off from taking classes during the year in service,
 - ii. Maintain a 2.0 GPA or better each quarter while in office, and
- F. Have not earned more than (225)-quarter units

3. If you are a Graduate applicant, you must:

- A. (Assure that if BA/BS was received from CSULA within the past 3 years), have earned a total of (18)-units during the last year as an undergraduate,
- B. As a new graduate, have earned (8)-units per period of continuous attendance,
- C. Be enrolled in at least (4)-quarter units, and maintain a minimum load of for units per quarter; with the exception of one quarter off from taking classes during the year in service, and:
- D. Have earned no more than (75)-quarter units. Note: If you are a new Graduate student and are planning to maintain office after one year, you must take (8)-units per period of continuous attendance- meaning that while you are in office the prior year, you have to be taking (8)-units instead of (4)-units.

4. All School Representatives must:

- A. Be a declared major for the School position in which you are applying,



- B. Be enrolled in at least one course within the School for which have filed, and:
- C. *Charter School of Education Representative must have one (1) course within that school.

A.S.I. Officers Position Overview

Board of Directors

The Board of Directors is the representative body of the Associated Students, Inc. (A.S.I.), composed mainly of students who take part in the administration of corporate affairs. The Board of Directors (B.O.D.) has the power to conduct, manage, and control the affairs and/or business of the Associated Students, Inc., in conformity with applicable federal and state laws. The A.S.I. President serves as chairperson for the B.O.D.

What is the composition of the Board of Directors?

The A.S.I. B.O.D. consists of the following directors, elected/appointed as specified in the A.S.I. bylaws (Article IV):

- | | |
|---|---|
| 1. President | 10. Two (2) Charter College of Education Representative□ |
| 2. Vice President for Administration | 11. Two (2) College of Engineering, Computer Science & Technology |
| 3. Vice President for Academic Governance | 12. Two (2) College of Natural and Social Sciences |
| 4. Vice President for Finance | 13. Two (2) College of Business & Economics |
| 5. Secretary/ Treasurer | 14. Two (2) College of Health & Human Services |
| 6. Campus Affairs Representative-at-Large | |
| 7. Community Affairs Representative-at-Large | |
| 8. Legislative Affairs Representative-at-Large | |
| 9. Two (2) College of Arts & Letters Representative | |

Duties and Responsibilities

By your application, you agree to perform the responsibilities stated below:

1. Actively seek out the opinions, needs, and desires of the student body at large,
2. Chair and/or serve on at least one standing committee,
3. Perform other tasks as requested by the B.O.D.,
4. Actively participate in A.S.I. activities and programs,
5. Be familiar with A.S.I. Governing Documents found online at www.calstatela.edu/asi
6. Perform further duties as specified in the A.S.I. Bylaws (Article VI, Section. 3; Article VIII, Section. 2-6) and the A.S.I. Codes of Procedures (Article II, Section. 1-13).

Specific Duties and Responsibilities:

President

The A.S.I. 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
- C. approval of the entire Board of Directors: the Elections Commissioner, the students on the Instructionally Related Activities Board, the University-Student Union Board, the CSULA Foundation, Cal State L.A. University Auxiliary Services, Inc.
- D. Have the power to recommend such appointments as the Bylaws or the Code of Procedures require, subject to a majority approval of the Board of Directors, and to fill vacancies, unless otherwise provided for in these Bylaws or Board of Director Code of Procedures.
- E. Be the official representative of the Associated Students, Inc.



- F. Be a member of all Associated Students, Inc. committees, commissions, and councils.
- G. 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.
- 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.

Vice President for Administration (VPA)

- A. The VPA shall report at the B.O.D. on the status of the work of the Cabinet of Commissioners.
- B. Act in the capacity of the President in the absence of the President, when required by Robert's Rules of Order, or when requested by the President.
- C. Be a member of the B.O.D., Executive, Finance, Strategic Planning, Personnel Committees, Cabinet of Academic Senators & Shared Governance Committee, and the Legislative Affairs Committee.
- D. The VPA shall serve as the Chair of the Cabinet of Commissioner and shall ensure that the Cabinet meets on a bi-weekly basis during the quarter.

Vice President for Academic Governance (VPAG)

- A. The VPAG shall chair and report at the B.O.D. on the status of the work of the Cabinet of Academic Senators & Shared Governance Committee.
- B. Act in the capacity of the President in the absence of both the President and the Vice President for Administration, when required by Robert's Rules of Order, or when requested by the President.
- C. Be a member of the B.O.D., Executive, Finance, Strategic Planning, Personnel Committees, Cabinet of Academic Senators & Shared Governance Committee, and the Legislative Affairs Committee.
- D. Recommend to the B.O.D. for appointment, official attendance, or dismissal, all students to university and academic committees, subcommittees boards of the University, and A.S.I. committees not delegated to other officers in these codes. The VPAG shall manage the appointment process for all approved student representatives to the aforementioned committees.

Vice President for Finance (VPF)

- A. The VPF shall report at the B.O.D. on the financial status of Associated Students, Inc. and on the work of the Finance Committee.
- B. The VPF shall serve as the Chair of the Finance Committee and shall preside over the Finance Committee on a bi-weekly basis during the quarter.
- C. Recommend to the B.O.D. for appointment or dismissal, the Vice Finance Chair not delegated to other officers elsewhere in this document.
- D. Be a member of the B.O.D., Executive, Finance, Strategic Planning, Personnel Committees, Cabinet of Academic Senators & Shared Governance Committee, and the Legislative Affairs Committee.
- E. In the absence or disability of the A.S.I. President, First Vice President, and Second Vice President, performs all the duties of the A.S.I. President: and when so acting, shall have all the power of, and be subject to all the restriction of the Office of the President.

Secretary/Treasurer

- A. Act in the capacity of the President in the absence when the President, the Vice President for Administration, and the Vice President for Academic Governance, when required by Robert's Rules of Order, or when requested by the President.



- B. Be a member of the B.O.D., Executive, Finance, Strategic Planning, Personnel Committees, Cabinet of Academic Senators & Shared Governance Committee, and the Legislative Affairs Committee.
- C. Ensure the accuracy of the Board of Directors minutes prior to submission for approval by the Board of Directors.
- D. Oversee accountability and quality control of A.S.I. B.O.D. Appointment & Interview Process and committee appointments.
- E. Keep a scrapbook of all newspaper articles and pictures relating to the A.S.I. and compile files of all A.S.I. B.O.D. events and activities.
- F. Notify and conduct a New Member Orientation for all appointees of positions to which they have been assigned by the Board of Directors.
- G. Ensure access to the Directors by maintaining a list of office hours for each B.O.D. member
- H. Distribute and post agendas and minutes as required by law and to all relevant parties
- I. Forward resolutions that have been signed by the A.S.I. President to the parties concerned.
- J. Process Grant-In-Aid requests with the input of the President, VPA, VPAG, and VPF in their roles as delineated earlier in these codes.
- K. Keep official record of the attendance of A.S.I. members for all official required committee meetings to ensure accountability of A.S.I. members
- L. In the absence or disability of the A.S.I. President, First Vice President, Second Vice President, and Third Vice President performs all the duties of the A.S.I. President: and when so acting, shall have all the power of, and be subject to all the restriction of the Office of the President

College Representatives Duties and Responsibilities:

Twelve student College Representatives serve on the A.S.I. B.O.D. Each of the six Academic Colleges at Cal State L.A. have two representatives, which include the College of Arts and Letters, College of Business and Economics, Charter College of Education, College of Engineering Computer Science, and Technology, College of Natural and Social Sciences, and the College of Health and Human Services.

Position Description:

As a voting member of the B.O.D., each representative acts as the liaison between the College they represent and A.S.I. In acting as the liaison, they actively search for the College issues that affect students, prioritize those issues, and present them to A.S.I. B.O.D. for solution-oriented answers which then lead to action. They are the official representative of the College. In addition to the larger issues, a College Representative must be available to deal with the individual needs and concerns of the students. Overall, the College Representative serves the College they represent and the students within; therefore, the position requires impartiality and openness.

Representatives-at-Large Duties and Responsibilities:

Three students serve as Representatives-At-Large and serve on the A.S.I. B.O.D.:

Campus Affairs Representative:

- A. Shall serve as the Chair of the University Council (for information regarding Chair responsibilities, see the UC Codes of Procedures).
- B. Shall be responsible for submitting proposals to the Executive Board to initiate reforms in the area of Campus Affairs.
- C. Shall be responsible for conducting an annual survey to be initiated no later than the third of week of the Fall quarter. In the event that the Campus Affairs position is not filled by the specified time the duty shall be assumed by another Representative-at-Large.
- D. Shall be responsible for regularly tabling and connecting with the students at large (for a minimum of one hour per week, preferably more).



- E. Shall assist the Legislative Affairs Representative in disseminating information to students.

Community Affairs Representative:

- A. Shall serve as the Secretary of the University Council (for information regarding Vice Chair responsibilities, see the UC Codes of Procedures).
- B. Shall be responsible for establishing communication links with appropriate community agencies.
- C. Shall be responsible for representing those areas involved in campus/community projects.
- D. Shall educate the B.O.D. and the student population at large in the nature, problems, and resources of the Los Angeles community.

Legislative Affairs Representative:

- A. Shall attend B.O.D. meetings and be exempt of other committee requirements.
- B. Shall serve as a CSULA representative at the California State Student Association (CSSA)
- C. Shall keep the B.O.D. informed on state and national issues, as well as legislative issues affecting students.
- D. Shall do research regarding legislative action and campus opinion.
- E. Shall manage the creation, review, and approval process of Resolution Creation.
- F. Shall establish contact with all appropriate representatives through written and personal communication for the purpose of conveying student concerns and obtaining information on relevant legislative issues.
- G. Shall be responsible for coordinating students to meet with legislators in the Assembly and the Senate each year.
- H. Shall be responsible for coordinating a voter registration drive each quarter.
- I. Shall be responsible for coordinating "Get Out the Vote" drives each quarter there is an election.
- J. Shall chair the Lobby Corps.
- K. Shall act as a legislative liaison to the media, and provide all relevant materials to be published to better inform the student population.
- L. Shall recruit and facilitate the placement of students on state-wide committees.
- M. Shall organize and facilitate participation in the annual CSSA California Higher Education Student Summit (CHESS).

Academic Senators

Student representation on the Academic Senate committee/subcommittees is crucial because without a student voice, decisions on policies affecting our academics can really affect the student body at large – rather than serve. Being an Academic Senator is a great experience. There are many benefits; but being an Academic Senator also requires a commitment to attend meetings regularly and periodically submit reports to the Office of the Vice President for Academic Governance.

What is the Senate?

The Academic Senate is the representative body of the university-wide academic governance. It is composed of faculty members, academic administrators, and both undergraduate & post-baccalaureate students. The Senate develops and proposes policies for recommendation to the University President. When approved by the University President, these recommendations become University policy.

What does the Senate do?

The development of proposed policies and modifications to existing policies is carried out by a system of committees and subcommittees. The Academic Senate is served by its Executive Committee, which is elected annually by the Senate from its membership, and by six standing committees, the members



of which are elected from various segments of the faculty to ensure representation. Student members are elected as full members of these committees. For more information visit:

<http://www.calstatela.edu/academic/senate/>.

The five Standing Committees are:

1. The Nominations committee, Makes faculty appointments to committees for University representation
2. The Educational Policy Committee, which works on matters pertaining to the curriculum and academic standards;
3. The Faculty Policy Committee, which works on matters pertaining to faculty activities including the conduct of research and criteria and standards for retention, tenure and promotion;
4. The Fiscal Policy Committee, which works on matters pertaining to budgetary support, physical plant, and safety; and
5. The Student Policy Committee, which works on matters pertaining to student activities and services.

Specific Duties and Responsibilities for Board of Directors & Academic Senators

Each representative in A.S.I. is required to perform duties as specified in their individual Codes of Procedures. Generally speaking, participants in A.S.I. are required to perform four functions:

- Reports
- Meetings
- Specific Duties
- Service

Specific responsibilities are:

A. Reports

1. Bi-weekly report
 - a. All representatives shall submit to the Direct Report or Secretary/Treasurer a report, which details the times, dates, places and description of all A.S.I. related activities to be counted for service hours.
 - b. Bi-weekly reports are due at noon on the Wednesday before each Board meeting.
2. State of Affairs
 - a. All representatives shall submit a fully completed State of Affairs report by noon on the Thursday of the seventh week of quarter to the President.

B. Meetings

1. All representatives are required to attend all meeting for which they are a member.
2. All BOD Members shall be a member of at least one (1) of the A.S.I. standing committees and University wide committee.

C. Specific Duties

1. Each B.O.D. member shall be responsible for carrying out the duties specified in the A.S.I. Bylaws.
2. In addition to the above requirement, B.O.D. members shall be responsible for a minimum of two (2) office hours per week to be held in the A.S.I. office.
 - a. Office hours must be scheduled with the A.S.I. Secretary/Treasurer during the first week of each quarter during the director's term of office.
 - b. Any change in these office hours is to be reported to the A.S.I. Secretary/Treasurer immediately.
3. Each director shall actively seek out the opinions, needs, and desires of constituents, and organizations within his/her constituency.
4. Each director shall present to the B.O.D. for consideration such measures as might serve to resolve any and all student-related problems faced by his/her constituency.
5. Each director shall ensure that all necessary activities and policies are initiated and carried out for the student body at large.



6. Each A.S.I. member shall satisfy the following minimum hours of specific duties per position:
 - a. President, VPA, VPAG, VPF = 12 hours
 - b. Secretary Treasurer = 10 hours
 - c. B.O.D. = 8 hours
 - d. Chief Justice, Academic Senator = 8 hours
 - e. Cabinet of Commissioners = 7 hours
 - f. Associate Justice = 4 hours

D. Service

1. Each director shall be responsible for fulfilling a minimum number of service hours to the university community on behalf of the A.S.I. per week beyond attendance at required meetings.
2. Each A.S.I. member shall satisfy the following minimum hours of Service Hours per position:
 - President = 2 hours
 - VPA, VPAG, VPF = 3 hours
 - Secretary Treasurer = 4 hours
 - B.O.D. Chief Justice, = 6 hours
 - Academic Senator = 4 hours
 - Associate Justice & Cabinet of Commissioners = 2 hours

- E. Eligibility. Any representative who wishes to take a quarter off from classes must submit a written statement of intent to the Executive Director no later than the drop deadline for that quarter. During their quarter off, board members must not be registered for any classes at this University.

Notification

Please be advised that, if elected, the start date of your appointment is confirmed to be the day of the Board of Director's meeting when you are voted and approved into office. You are hereby notified that if, for any reason, you become ineligible to serve in office, all work performed will be considered **voluntary**.

Term of Office

The term of office for the Board of Directors/Members is from the first day of Summer Quarter 2014, through the last day prior to the Summer Quarter 2015.

The term of office for Academic Senators is from the first day of Fall Quarter 2014 through the last day prior to the Fall Quarter 2015. These positions are subjected to, and specified in the Faculty Handbook Policies and Codes.



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Associated Students, Inc. Election Code of Procedure



“For the Students, by the Students!”

ELECTIONS COMMITTEE CODE OF PROCEDURES (C.O.P.)

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

ARTICLE I – AUTHORITY & FUNCTION

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. It shall be the purpose and function of the Elections Committee to oversee all A.S.I. elections.

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 at least 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 advisor from the Center for Student Involvement 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 October.

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 fourth week of the quarter.
- B. No election shall be held later than the ninth week of the quarter.

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 first week of the fall quarter through the A.S.I. Administrative Office, U-SU 203 front desk. 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 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 quarter 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. Applications shall only be accepted during regular Center for Student Involvement (C.S.I.) business hours 8 am – 6 pm M-Thu and 8 am – 5 pm on Friday, in U-SU Room 204.

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:

1. Submit a completed General Elections Application by the said deadline to the Center for Student Involvement, U-SU Room 204
2. Eligibility is verified by the Registrar's Office, the Office of Student Affairs.
3. Attendance at a mandatory candidate briefing (see Article III, Section 5)
4. Attendance at one of the debates sponsored by A.S.I. (see Article III, Section 6)

Section 6 – Candidate Orientation

A mandatory candidate orientation shall be held no later than Friday of the fifth week of the quarter 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 Vice President of Student Affairs Office 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.

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:

1. Public speaking
2. Electronic media: e.g. Facebook, MySpace, Twitter, YouTube, online polls, personal websites, AIM, e-mail, etc.
3. 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:

1. The distribution, mailing, or strategic positioning of literature or materials designed to directly influence the electorate's choice.
2. The posting of advertisements, in any media, designed to directly influence the electorate's choice.
3. 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 <http://www.asicsula.org/elections>

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 Office of Student Affairs on Friday, April 18, 2014. 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 have the following information:

1. Name of candidate.
2. Office for which the candidate is applying.
3. Dates of the Election.
4. How and where to vote on Golden Eagle Territory (GET): "<https://get.calstatela.edu/>"
5. Web address to the A.S.I. Elections page: www.asicsula.org/elections
6. 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 six days after the last day of voting, Thursday, May 15, 2014. 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. Posters must be no larger than 11" x 17".
- B. All posters are to be taken to the A.S.I. Office for notification approval by the Elections Committee.
- C. Posting is limited to one poster per kiosk.
- D. Only the Elections Committee can remove posters from the kiosks.
- E. 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.
- F. 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 esthetic 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.

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 CSULA 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 Tuesday, April 22, 2014 to the A.S.I. Administrative Office, U-SU 203
- B. All campaign complaints must be submitted by 7 pm on Wednesday, May 7, 2014 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.

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

Grievances against a slate may result in the disqualification of the entire slate depending of the decision of the J.R.C.

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 procedure 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 L.A. 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.
- 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 A.S.I. Administrative Office by noon (12:00pm) of the day of the results are ratified at the next B.O.D. Meeting, Thursday, May 8, 2014. 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.

Associated Students, Inc. Bylaws



“For the Students, by the Students!”

A.S.I. BYLAWS - Policy 001

Date Approved:	8/3/79	Date Revised:	6/98
Effective Date:	3/3/80	Date Revised:	8/98
Date Revised:	2/89	Date Revised:	2/99
Date Modified:	10/91	Date Revised:	4/99
Date Revised:	2/92	Date Revised:	10/00
Date Revised:	3/92	Date Revised:	04/04
Date Revised:	9/94	Date Revised:	05/11
Date Revised:	10/94	Date Revised:	05/12
Date Revised:	8/96	Date Revised:	11/12

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, hereinafter referred to as Associated Students, Inc. The official abbreviation of Associated Students, Inc. shall be A.S.I.

Clause 1. - Purpose. The purposes of A.S.I. shall be to:

- A. provide and promote opportunities for student participation in campus governance.
- B. provide an official voice through which student opinion may be expressed.
- C. provide an opportunity for students to gain experience and training in responsible civic participation and community leadership.
- D. advocate for the rights and interests of students.
- E. support 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 A.S.I. subject to verification of registration status by the Registrar of the University. Regular members may:

- A. vote in A.S.I. general and special elections
- B. hold elected or appointed office in A.S.I.
- C. represent CSULA in inter-collegiate competition
- D. participate in all activities sponsored by A.S.I.
- E. enjoy other rights and privileges accorded by the Board of Directors (B.O.D.) 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 A.S.I. 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 A.S.I. general and special elections and to hold elected or appointed office in A.S.I.

Clause 3.- Honorary Membership. Any person, firm, corporation, or organization may be elected to honorary membership by a majority vote of the B.O.D. in recognition and appreciation for service rendered to A.S.I. 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 (B.O.D.) 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. A.S.I. President
- B. A.S.I. Vice President for Administration (VPA)
- C. A.S.I. Vice President for Academic Governance (VPAG)
- D. A.S.I. Vice President for Finance (VPF)
- E. A.S.I. Secretary/Treasurer – Representative-at-Large
- F. A.S.I. Campus Affairs Representative – Representative-at-Large
- G. A.S.I. Community Affairs Representative – Representative-at-Large
- H. A.S.I. Legislative Affairs Representative – 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) 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 A.S.I. 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 (CSULA) or be the campus representative to the California State Students Association (CSSA), a student candidate must be a regular member of the A.S.I. 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 CSULA for two quarters prior to the election or nomination, and have earned no fewer than 9 quarter units of academic credit during that year with a 2.0 or better grade point average during the 12 months immediately preceding the quarter in which the election or appointment occurs. Candidates or nominees must also earn a minimum of 9 quarter units of academic credit during the quarter in which the election is held or nomination is made, maintaining a 2.0 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.

A.S.I. Bylaws (continued)

Graduates:

Graduate candidates or nominees must earn 8 quarter 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 CSULA must have earned a total of 18 units during their last year as an undergraduate to be eligible. Candidates or nominees must also earn a minimum of 4 quarter units of academic credit during the quarter in which the election is held or nomination is made, maintaining a 2.0 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.

Clause 2. - During the term of office or appointment, a student director must maintain a 2.0 or better grade point average. Undergraduates must complete a minimum of nine (9) units of academic credit each quarter, and graduates must complete four (4) units each quarter, with the exception of one quarter during each 12 months of service when student directors do not need to be registered in any courses. During this "quarter off", director's must not be registered for classes at this University.

Clause 3. - Undergraduate student directors are allowed to earn a maximum of 225 quarter units. Graduate student directors are allowed to earn a maximum of 75 quarter units. 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 A.S.I. committees or as A.S.I. 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 Quarter 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 CSULA 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 A.S.I. President, then 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 A.S.I. 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 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 4. - Should a vacancy occur in the office of the A.S.I. 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 Academic Governance be vacated or should the incumbent Vice President for Academic Governance be unable to serve as

A.S.I. Bylaws (continued)

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.

Clause 5. - Should a vacancy occur in the office of the A.S.I. 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 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 Finance be vacated or should the incumbent Vice President for Finance 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 A.S.I. President, the Vice President for Administration and the Vice President for Academic Governance, Vice President for Finance, 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 Academic Governance, the Vice President for Finance, or the Secretary/Treasurer be vacated, the Board of Directors shall elect 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 Affairs 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.

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.

A.S.I. Bylaws (continued)

- 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 CSULA.

Section 2. - Emergency Meetings. Emergency meetings of the Board may be called at any time by the Associated Students, 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 mailgram 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. A.S.I. President
- B. A.S.I. Vice President for Administration who shall be the first (1st) Vice President
- C. A.S.I. Vice President for Academic Governance, who shall be the second (2nd) Vice President
- D. A.S.I. Vice President for Finance, who shall be the third (3rd) Vice President
- E. A.S.I. Secretary/Treasurer

Section 2. - Responsibilities of the A.S.I. President.
The A.S.I. 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 Board, the CSULA Foundation, Cal State L.A. 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 of 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.

A.S.I. Bylaws (continued)

- G. 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 A.S.I. 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 A.S.I. President, perform all the duties of the A.S.I. President; and when so acting, have all the powers of, and be subject to, all the restrictions upon the Office of the President.
- G. Have such other powers and perform such other duties as may be delegated by the A.S.I. President, the Board of Directors, these Bylaws, or the Board of Directors Code of Procedure.

Section 4. - Responsibilities of the A.S.I. Vice President for Academic Governance

The Second 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, and Personnel 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 A.S.I. President and First Vice President shall, perform all the duties of the A.S.I. 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. Have such other powers and perform other such duties as may be delegated by the A.S.I. President, the Board of Directors, these Bylaws, or the Board of Director Code of Procedures.

Section 5. - Responsibilities of the A.S.I. Vice-President for Finance

The Third 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, and Personnel 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 of the Associated Students

Inc. Bylaws. It is *not permitted under Nonprofit Public Benefit Corporation Law for CFO to act concurrently as President. See Corporations Code Section 5213(a).*

- 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.

Section 6. - Responsibilities of the A.S.I. 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 B.O.D.
- B. Process Grant-In-Aid requests with the input of the President, VPA, VPAG, and VPF in their roles as delineated earlier in these codes.
- C. Keep official record of the attendance of A.S.I. members for all official required committee meetings to ensure accountability of A.S.I. members.
- D. Oversee accountability and quality control of A.S.I. B.O.D. Appointment & Interview Process and committee appointments.
- 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.

ARTICLE IX - STANDING COMMITTEES

Section 1. - Executive Committee. The Executive Committee shall coordinate the information, program, projects, and problems to be considered by the A.S.I. 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.

A.S.I. Bylaws (continued)

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 A.S.I. 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 A.S.I. 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 A.S.I. 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 A.S.I.

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 Committee. The Cabinet of Academic Senators & Shared Governance Committee (SGC) shall coordinate, plan, and be responsible for the actions of the Academic Governance units of the A.S.I.

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 Committee. The Legislative Affairs Committee (LAC) shall coordinate, plan, and be responsible for coordinating all A.S.I. Lobby Corps efforts of A.S.I.

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 A.S.I. for approval by the third regularly scheduled meeting of the year.

Clause 2. - The members of the Legislative Affairs Committee (LAC) shall be governed by the most recent Legislative Affairs Committee Code of Procedure.

Section 7 - 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 A.S.I. Bylaws and Election Code.
- D. Resolve grievances between members of the A.S.I. and the Board of Directors relative to the functioning of the A.S.I.
- 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.

A.S.I. Bylaws (continued)

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 CSULA and published in the following ways:

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

Section 2. - Special Elections, Referendum, and Initiative

Clause 1. - Initiative. The A.S.I. 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 A.S.I. 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 A.S.I. 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 A.S.I. 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 A.S.I. 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.

A.S.I. Bylaws (continued)

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 A.S.I. 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 A.S.I. 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 CSULA 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.

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Associated Students, Inc.
2014-15 Letter of Intent to Run for Office Form



"...For the Students, by the Students!"

SUBMIT TO
Associated Students, Inc. Administrative Office
University-Student Union Room 203

LETTER OF INTENT TO RUN FOR OFFICE FORM

STUDENT GOVERNMENT

Name: _____

Street: _____ City: _____ Zip: _____

Email: _____ Phone Number: _____

Major: _____ Graduate ☐ or Undergraduate ☐

CIN: _____ - _____ - _____ Interested 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 May 5 thru May 7, 2014.

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

- ✓ Notification of required application materials, submission forms, and deadlines
- ✓ Candidacy Requirements (*Application, eligibility check, attendance at a mandatory Candidate Briefing, attendance at a mandatory A.S.I. debate*)
- ✓ A.S.I. Election Code
- ✓ Qualifications for A.S.I. Student Office (eligibility requirements)
- ✓ CSULA Posting and campaigning Policies

I understand that it is my responsibility to thoroughly read the contents of the packet and referenced informational documents as they contain rules and regulations for seeking and holding an A.S.I. office. I hereby accept responsibility to abide by all Elections 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" Form is **NOT** the Elections 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.

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

Signature: _____

Date: _____

SUBMIT TO
Associated Students, Inc. Administrative Office
University-Student Union Room 203

CAMPAIGN LITERATURE POSTING/ REMOVAL CONTRACT

SUBMIT with your official application

Associated Students, Inc. General Elections 2014-15

I, _____
(Print name: First, Middle Initial, Last)

Address: _____
_____ CA _____

Campus Identification Number (CIN) _____ - _____ - _____

By signing below I acknowledge my responsibility to remove all campaign materials from all areas no later than 5 pm, five days after the last day of voting—Wednesday, May 15, 2014 at Noon. I also acknowledge I have read the entirety of the Campaigning section Article IV in the A.S.I. Elections Code of Procedures.

Elections committee members and university officers will do a walk through to ensure all campaign materials have been removed in a timely manner. I accept that failure to remove all campaign materials from all areas by Wednesday, May 15, 2014 at Noon will result in a \$50.00 fine. An invoice will be generated and failure to pay can and will result in a potential academic hold. I will be held responsible for paying this fine.

Signature: _____

Date: _____

A.S.I. Elections Code of Procedures, Article IV, Campaigning (Abbreviated)

Section 2 – Definition of Campaigning

1. Campaigning is defined as any of the following actions:
2. The distribution, mailing, or strategic positioning of literature or materials designed to directly influence the electorate's choice.
3. The posting of advertisements, in any media, designed to directly influence the electorate's choice.
4. Public speaking or written publications designed to directly influence the electorate choice.

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.

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 15, 2014. 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.

SUBMIT with your official application TO
Center for Student Involvement, U-SU Room 204, by 5 pm on
Friday, March 21, 2014.



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Associated Students, Inc.

2014-15 General Election Application

Extended Deadline Packet

Only Available Positions:

- Vice President for Academic Governance
- College of Engineering, Computer Science & Technology Representative
- Campus Affairs Representative-at-Large

DEADLINE: Return completed application and platform to the Center for Student Involvement, U-SU Room 204, by 5 pm on Friday March 21, 2014.



Return completed application and platform to the Center for Student Involvement, U-SU Room 204, by 5 pm on Friday March 21, 2014. Each person will receive an Application Submission Receipt as proof for turning in the Elections Application.

“For the Students, by the Students!”

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Associated Students, Inc. Elections Application 2014

*Return completed application and platform to the Center for Student Involvement, U-SU Room 204, by 5 pm on Friday, March 21, 2014.
Each person will receive an Application Submission Receipt as proof for turning in the Elections Application.*

Name: _____

Major: _____ GPA: ____ . ____

Class Level (check one): ☐ First Year ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate

Position applying for:

(only check one)

- ☐ Vice President for Academic Governance
☐ College of Engineering, Computer Science & Technology Representative
☐ Campus Affairs Representative-at-Large

Part I – Eligibility Verification

DIRECTIONS: For each question, please check one box. (Note: if you answer “No” to any of the questions below, please do not proceed. You may not be eligible for appointment to the Associated Students, Inc. at this time. For more information, please contact...)

1. Are you considered in GOOD STANDING with the University? ☐ Yes ☐ No
2. Have you been enrolled at Cal State L.A. for two (2) quarters prior to application? ☐ Yes ☐ No
3. Do you have a minimum 2.0 cumulative GPA during the last 12 months? ☐ Yes ☐ No
4. Are you available for scheduled meetings as specified in the application packet? ☐ Yes ☐ No
7. Do you agree to serve a minimum of two (2) hours per week physically in the A.S.I. Office?
(Note: Board applicants agree to be available for a minimum of eight (8) service hours per week in addition to office hours) ☐ Yes ☐ No
8. If you are a Board of Director College Representative applicant, have you declared a major for the College position you are applying for and enrolled in at least one (1) course within the College? (Note: If you are a Charter College of Education Representative, have you **declared** a major in that College? ☐ N/A ☐ Yes ☐ No

Undergraduate applicants:

1. Have you earned at least nine (9) quarter units of academic credit per quarter at Cal State L.A. during the past 12 months prior to application (not including remedial courses)? ☐ Yes ☐ No
2. Will you be enrolled in at least nine (9) quarter units of academic credit during the quarter the election occurs (Spring 2014)? ☐ Yes ☐ No
3. Are you aware that you must be enrolled in a minimum of nine (9) units per quarter while in office? ☐ Yes ☐ No
4. Are you aware that you must maintain a 2.0 GPA each quarter while in office? ☐ Yes ☐ No
5. Have you earned less than 225-quarter units? ☐ Yes ☐ No

Graduate applicants:

1. If your BA/BS was received from Cal State L.A. within the past 3 years, have you earned a total of eighteen (18) units during your last year as an undergraduate? ☐ N/A ☐ Yes ☐ No
2. Have you earned at least eight (8) units per period of continuous attendance? ☐ Yes ☐ No
3. Will you be enrolled in at least four (4) quarter units during the term the election occurs (Spring 2014)? ☐ Yes ☐ No
4. Are you aware that you must maintain a minimum load of four (4) units per quarter? ☐ Yes ☐ No
5. Have you earned less than 75-quarter units? ☐ Yes ☐ No

Part II – Campaign Statements (Platforms)

Candidates who wish A.S.I. to publish their campaign statements (platforms) may do so by submitting their platforms with the Elections Application. Platforms must: be submitted via e-mail or CD in a Microsoft Word file (Windows/Mac); have an accompanying hard copy (print out) of the text for submission; and conform to the word maximum restrictions:

- ☐ President Candidates: 350 word maximum
☐ Vice-President Candidates: 250 word maximum
☐ All other Candidates: 150 word maximum

2014-15 Extended Deadline Application Packet



Part III – Candidate Statement

I hereby acknowledge that in order to be a candidate/nominee/appointee, or to hold any position within any Cal State L.A. auxiliary organization, I must undergo compliance and eligibility checks pursuant to the corporation Bylaws, Codes of Procedures, laws and policies of Cal State L.A. and the State of California. By my signature, I acknowledge receipt of all the information contained in the Elections Application Packet. I agree that if, for any reason, I become ineligible to service in office, all work performed will be considered **voluntary**.

Signature: _____ Date: _____

Part IV – Personal/Miscellaneous Information

In order to process your application, please fill out the following sections COMPLETELY. If appointed, you are responsible for updating the Office of the Executive Director with changes in your contact information. Please be advised that all information in this section will be kept confidential. Print or type in blue/black ink.

Name: _____
Last First M.I.

Address: _____
CA _____

Telephone: Home () _____ - _____
Other () _____ - _____

Campus Identification Number (CIN) _____ - _____ - _____

E-mail address: _____@calstatela.edu
All correspondence with candidates will be through the Cal State L.A. e-mail address.

T-shirt size (circle one): S M L XL XXL

Birth Date: _____, 19____
Month Day Year

Part V – Academic Information Disclosure and Release

Under the provisions of the Family Educational Rights and Privacy Act of 1974, and the State of Student Rights and Responsibilities of California State University, Los Angeles, my signature gives permission to the Registrar's Office at California State University, Los Angeles to release the academic information listed on the Elections Application to the Director, Center for Student Involvement and the A.S.I. Elections Commissioner. I understand my signature gives permission to the Center for Student Involvement to release academic information to Associated Students, Inc. Elections Commission regarding my G.P.A. and status as a "currently enrolled & continuing student" at Cal State L.A.

Signature: _____ Date: _____

Return completed application and platform to the Center for Student Involvement, U-SU Room 204, by 5 pm on Friday, March 21, 2014. Each person will receive an Application Submission Receipt as proof for turning in the Elections Application.