

Associated Students, Incorporated

# 2024-2025 BYLAWS



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# PREAMBLE

Having been duly authorized by the President of the university and subject to the President's final authority in all matters relating to Associated Students, we the Associated Students of California State University, Long Beach do establish and adopt these Bylaws.

# Chapter I

## ARTICLE I PURPOSES

The primary purposes and objectives of this association are to:

- A. Provide facilities and programs capable of satisfying the needs and interests of all the members of this association.
- B. Provide governmental administration and leadership development within a framework of student self-government.
- C. Ensure the full and equal representation in the affairs and government of this association and all its members.
- D. Increase competency in the practices of democratic citizenship among the members of this association.

## ARTICLE II LEGISLATIVE AUTHORITY

### SECTION 1 AUTHORITY OF THE ASSOCIATED STUDENTS SENATE

Legislative authority of the Associated Students will be vested in the Board of Directors, hereafter known as the Senate.

### SECTION 2 COMPOSITION OF THE SENATE

The Senate will be composed of the following elected members:

- A. Two Senators from each of the seven academic colleges. Senators will be chosen by those majoring in one of the various departments of a particular college.
- B. Six Senators-at-Large chosen by the student body.
- C. Executive Vice President of the Associated Students. Executive The Vice President will serve as the chair of the Senate.
- D. The President of the university, or their designated representative.
- E. One representative chosen by the faculty.
- F. One community Alumni member selected by the Senate.

### SECTION 3 QUORUM

A quorum in the Senate will consist of a majority of all voting members.

## SECTION 4 SPEAKING BEFORE THE SENATE

Any member of the Associated Students will be assured the right to speak before the Senate.

## SECTION 5 DUTIES AND POWERS OF THE SENATE

Subject to the provisions of the California Nonprofit Public Benefit Corporation law and any limitations in the articles of incorporation and bylaws relating to action required or permitted to be taken or approved by the members of the Associated Students, the activities and affairs of this association will be conducted, and all corporate powers will be exercised by or under the direction of the Senate.

A. It will be the duty of the Senate to:

1. Perform any and all duties imposed on them collectively or individually by the Senate, by law, by the Articles of Incorporation for the Associated Students, California State University, Long Beach, or by these bylaws.
2. Actively seek input from and effectively represent the interests of the students whom they've been elected to serve.
3. Meet at such times and places as required by these bylaws.

B. The Senate will have the power to:

1. Provide for its own rules and procedures.
2. Set Associated Students membership privileges, and set Associated Students membership fees, within the limitations set by law.
3. Approve all appointments made by the Associated Students President.
4. Create standing and special committees.
5. Fill all vacancies in elected offices with the exception of the Presidency and college Senator vacancies, which may be filled by their respective College Councils.
6. Establish during normal budgetary process, student government scholarships, stipends, grants-in-aid, or reimbursements to elected and appointed student officers for service to student government.

## SECTION 6 MAJORITY ACTION AS BOARD ACTION

Every act or decision done or made by a majority of the Senators present at a meeting duly held at which a quorum is present is the act of the board of directors, unless the articles of incorporation or bylaws of this corporation, or provisions of the California Nonprofit Public Benefit Corporation Law require a greater percentage or different voting rules for approval of a matter by the board.



## ARTICLE III EXECUTIVE AUTHORITY

### SECTION 1 EXECUTIVE AUTHORITY

The executive authority of the Associated Students will be vested in the executive branch of the Associated Students government.

### SECTION 2 MEMBERS OF THE EXECUTIVE BRANCH

The executive branch will consist of the following elected officers: The President, the Executive Vice President, and the Vice President of Finance of the Associated Students. The corporation may also have other officers as approved by the Senate.

### SECTION 3 DUTIES AND POWERS OF THE PRESIDENT

The President, subject to the direction of the Senate, will supervise and control the affairs of the corporation and the activities of the officers. They will perform all duties incident to their office and such other duties as may be required by law, by the articles of incorporation of this corporation, or by these bylaws, or which may be prescribed from time to time by the Senate. Except as otherwise expressly provided by law, by the articles of incorporation, or by these bylaws, they will, in the name of the corporation, execute such deeds, mortgages, bonds, contracts, checks, or other instruments which may from time to time be authorized by the Senate.

- A. It will be the duty of the President to:
  - 1. Execute all legislation adopted by the Senate.
  - 2. Report to the Senate at each regular meeting.
  - 3. Be an ex-officio member of all executive committees and commissions.
  - 4. Serve as a voting member of the Associated Students Business and Finance Committee.
- B. The President will have the power to:
  - 1. Appoint, with approval of the Senate, chairs of executive committees and commissions as may be necessary for carrying out the activities of the Associated Students.
  - 2. Approve the appointments of committee or commission members made by Chairs or Commissioners.
  - 3. Create special committees.
  - 4. Appoint the Chief Justice and Associate Justices.
  - 5. Dismiss or discharge any person appointed or approved by them; however, the President cannot dismiss the members of the Judiciary.
  - 6. Enact a Presidential Call for Reconsideration of any measure adopted by the Senate with a formal written recommendation and explanation to the Senate within five (5) school

days. A Presidential Call for Reconsideration will be placed on the agenda of the next regularly scheduled meeting as an action item. Measures submitted for reconsideration will be overturned or upheld by a majority vote of the Senate.

7. Call special meetings of the Senate.

#### SECTION 4 DUTIES AND POWERS OF THE EXECUTIVE VICE PRESIDENT

In the absence of the President, or in the event of their inability or refusal to act, the Executive Vice President will perform all the duties of the President, and when so acting, will have all the powers of, and be subject to all the restrictions on, the President. The Executive Vice President will have other powers and perform such other duties as may be prescribed by law, by the articles of incorporation, or by these bylaws, or as may be prescribed by the Senate.

The Executive Vice President will:

- A. Serve as Chair of the Associated Students Senate.
- B. Assume the duties of the President in case the latter is incapacitated or resigns.
- C. Serve as a voting member of the Associated Students Business and Finance Committee.
- D. Have the power to call special meetings of the Senate.

#### SECTION 5 DUTIES AND POWERS OF THE VICE PRESIDENT OF FINANCE

The Vice President of Finance will perform all duties incident to the office of Vice President of Finance and such other duties as may be required by law, by the articles of incorporation of the corporation, or by these bylaws, or which may be assigned to them from time to time by the Senate.

The Vice President of Finance will:

- A. Be responsible for the financial administration of the Associated Students.
- B. Be responsible for the preparation of the Associated Students annual budget.
- C. Serve as the Chair of the Business and Finance Committee.
- D. Report to the Senate at least two times per month.

### ARTICLE IV JUDICIAL AUTHORITY

#### SECTION 1 AUTHORITY VESTED IN JUDICIARY

The Judicial authority of the Associated Students will be vested in the Associated Students Judiciary.

#### SECTION 2 COMPOSITION OF JUDICIARY

The Judiciary will consist of the following members:

The Chief Justice and six Associate Justices will all be appointed by the President, with the approval of the Senate. In addition, there will be the following non-voting advisors: the President of the university, or their designated representative, a representative chosen by the faculty, and the ASI Assistant Director of Government Affairs and Initiatives.

### SECTION 3 QUORUM

A quorum will be defined as four voting members and at least one non-voting member.

### SECTION 4 RULES AND PROCEDURES

The Judiciary will provide for its own rules and procedures under the guidance of one or more of its non-voting members.

### SECTION 5 ASSIGNMENT OF CASES BY CHIEF JUSTICE

The Chief Justice may assign cases to the individual Justices for their initial hearing, except in appeal cases; a minimum of three Justices assigned by the Chief Justice will be necessary to hear appeals.

### SECTION 6 DUTIES AND POWERS OF THE JUDICIARY

The Judiciary will:

- A. Interpret the provisions of the Bylaws or any other ASI document when a dispute arises.
- B. Render final decisions in election disputes and any other dispute not otherwise subject to the final authority of the Senate as provided in California Nonprofit Public Benefit Corporation Law.
- C. Write a majority and, if applicable, a minority opinion on all judiciary case decisions. A judicial opinion must be made readily available to all who request it. It must be prepared within four working days after the decision has been rendered.
- D. Forward a copy of Judiciary minutes to Senate and Executive members within four working days after their latest meeting.

### SECTION 7 JUDICIARY REMOVAL FROM OFFICE

A Justice of the Judiciary will be removed from office for failure to execute the specified duties of office, or for other specified impudent actions.

The process of removal will be as follows:

- A. The Ethics Compliance Committee shall be formed as outlined in the Judiciary working rules and procedures.
- B. The Ethics Compliance Committee shall have authority to discipline members of the Judiciary pending a unanimous vote of all its members to impose all sanctions including the authority of removal.
- C. In the event that a Justice is removed from office by the Ethics Compliance Committee, they may file an appeal with the Senate as outlined in the Judiciary working rules and procedures.

## ARTICLE V BUSINESS AND FINANCE COMMITTEE

### SECTION 1 SCOPE OF THE BOARD

The Board will act in the areas of finance, personnel, and administration of business affairs between the Associated Students and other parties.

### SECTION 2 COMPOSITION OF THE BOARD

The Board will consist of the following members:

- A. Voting
  1. Vice President of Finance, Chair of the Business and Finance Committee
  2. President or designee
  3. Executive Vice President or designee
  4. Two Senate representatives, elected by the Senate, one of whom will serve as Vice Chair of the Business and Finance Committee, also elected by the Senate
  5. Representative chosen by the faculty
  6. University President or designee
- B. Non-Voting
  1. Executive Director or designee
  2. Director of Student Life and Development or designee

### SECTION 3 QUORUM

A quorum will consist of the majority of the voting members.

### SECTION 4 RULES AND PROCEDURES

The Board will provide for its own rules and procedures.

### SECTION 5 DUTIES AND POWERS OF THE BOARD

The Board will:

- A. Employ, direct, and dismiss employees in positions established by the Senate.
- B. Maintain and supervise the use of buildings and equipment under the control of the Associated Students.
- C. Assist the Vice President of Finance in preparing the annual budget for approval of the Senate.

## SECTION 6 AREAS REQUIRING SENATE APPROVAL

With the exception of the annual operating budget, the Senate may by a 2/3 majority delegate to the Board authority for final approval of certain measures as specified by the Senate. All such delegations of authority must be reauthorized annually during the approval of the Senate Working Rules. All other measures adopted by the Board must be submitted to the Senate for final approval.

## ARTICLE VI ELECTIONS

### SECTION 1 ELECTION DATE

There will be one general election in each academic year to be held in the spring semester.

### SECTION 2 OFFICERS TO BE ELECTED

The following officers will be elected by the general student body:

- A. The President, Executive Vice President, Vice President of Finance and six Senators-at-Large.
- B. Two Senators from each of the academic colleges. College Senators will be elected from those majoring in one of the various departments of the particular college.
- C. Other officers as established in Chapter Two of these Bylaws.

### SECTION 3 NUMBER OF VOTES NEEDED

A simple majority of all votes cast in the balloting procedure will be necessary to elect the President, Executive Vice President, and Vice President of Finance.

Senators-at-Large will be elected by a plurality of all votes cast.

Senators representing the academic colleges will be elected by a plurality of all votes cast for each office by the constituency of which the office is to represent.

Other officers as established in Chapter Two of these Bylaws will be elected by a plurality of all votes cast.

## ARTICLE VII TERMS OF OFFICE

### SECTION 1 DATE OF ASSUMPTION OF OFFICE

Each elected officer will assume office and its duties on the first day of June.

Any officer assuming a vacancy by election or succession will assume the office and its duties immediately upon fulfillment of all requirements for said office.

### SECTION 2 LENGTH OF TERM OF OFFICE

Each elected officer will serve a term for a maximum of one year ending on May 31. The term of office for these officers is set by each Board, subject to the approval of the Senate. Officers may run for re-election an unlimited number of times with the exception of the President, Executive Vice President, and Vice President of Finance who will have a term limit of two years for serving in the same position.

### SECTION 3 HOLDING OFFICES CONCURRENTLY

No student officer will hold more than one major elected or appointed office concurrently. No student may hold concurrently more than one office as defined in Chapter Two of these Bylaws.

## ARTICLE VIII INITIATIVE, REFERENDUM, AND RECALL

### SECTION 1 INITIATIVE PETITION

Members of the Associated Students will have the power to initiate legislation by means of a petition signed by 5% of the regular membership. Said petition will be presented to the President.

### SECTION 2 REFERENDUM PETITION

Any legislation passed by the Senate, except emergency or financial measures, may be subject to the referendum vote of the members of the Associated Students. Upon presentation to the President of a written petition signed by 5% of the regular members of the Associated Students, the Senate will repeal such legislation or submit it to a vote of the members of the Associated Students.

### SECTION 3 SENATE REFERENDUM

The Senate may by  $\frac{2}{3}$  vote refer any proposed legislation to the members of the Associated Students for decision.

## SECTION 4 INITIATIVE AND REFERENDUM VOTES

Upon the presentation to the President of an initiative or referendum petition or notification of Senate referendum, the proposed legislation will be placed on the ballot of the next election for a vote of the Associated Students. A favorable vote of the majority of the members of the Associated Students voting in the election, on the proposed legislation, will be necessary for passage of the legislation.

## SECTION 5 RECALL PETITION

Upon the presentation to the President of a petition signed by 15% of the currently enrolled students of the officer's constituency or  $\frac{3}{4}$  vote of the Senate, any elected officer will be subject to recall.

## SECTION 6 RECALL ELECTION

A recall election will be held within fifteen school days after the presentation of the petition in accordance with the provisions of the Elections Handbook then in effect. The election will be conducted in the same manner as a regular election. A favorable vote of  $\frac{2}{3}$  of the members of the Associated Students voting in the election will constitute a legal recall.

- A. The reasons for recall will be stated on the ballot in not more than one hundred words.
- B. The reasons for retaining the incumbent will be stated on the ballot in not more than one hundred words.

## ARTICLE IX PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order Newly Revised will serve as the Parliamentary authority for all operations of the Associated Students.

## ARTICLE X CHAPTER 1 BYLAW AMENDMENTS

### SECTION 1 NUMBER NEEDED TO PROPOSE AND ADOPT AMENDMENTS

Amendments to the Bylaws, Chapter One may be proposed by and adopted by  $\frac{2}{3}$  vote of the Senate.

Approval of the amendment will take place once the proposed item has been approved after three readings.

## ARTICLE XI AMENDMENT OF ARTICLES OF INCORPORATION

## SECTION 1 NUMBER NEEDED TO PROPOSE AMENDMENT

Amendment to the Articles of Incorporation may be proposed by:

- A. Two-thirds vote of the Senate, or
- B. A petition bearing the signatures of 5% of the members of the Associated Students and presented to the President.

## SECTION 2 NUMBER NEEDED TO ADOPT AN AMENDMENT

The proposed amendment will be placed on the ballot of the next general election. A favorable vote by a simple majority of the members of the Associated Students voting in the election, on the proposed amendment, will be necessary for the adoption of the amendment.

## ARTICLE XII FISCAL YEAR

The fiscal year for Associated Students, Incorporated will begin on the 1<sup>st</sup> of July and end on the 30<sup>th</sup> of June in each year.

## ARTICLE XIII DISSOLUTION

### SECTION 1 DISSOLUTION

Upon dissolution of this corporation, net assets other than trust funds will be distributed to a successor California State University Long Beach not-for-profit auxiliary organization, approved by the president of the campus and the Chancellor.

### SECTION 2 PROHIBITION AGAINST SHARING CORPORATE PROFITS AND ASSETS

No member, director, officer, employee, or other person connected with this corporation, or any private individual, will receive at any time any of the net earnings or pecuniary profit from the operations of the corporation. This provision will not prevent payment to any such person of reasonable compensation for services performed for the corporation in effecting any of its public or charitable purposes, provided that such compensation is otherwise permitted by these bylaws and is fixed by resolution of the board of directors.

No such person or persons will be entitled to share in the distribution of, and will not receive, any of the corporate assets on dissolution of the corporation. All members, if any, of the corporation will be deemed to have expressly consented and agreed that on such dissolution or winding up of the affairs of the corporation, whether voluntarily or involuntarily, the assets of the corporation, after



all debts have been satisfied, will be distributed as required by the articles of incorporation of this corporation and not otherwise.

# CHAPTER II

## ARTICLE I ASSOCIATED STUDENTS LEGISLATIVE BRANCH

### SECTION 1 DUTIES

- A. Execute all powers as specified in Chapter I of the Bylaws.
- B. Adopt, by a 2/3 vote of its total membership, a resolution to initiate amendments of the Articles of Incorporation. This resolution must be submitted to the student body, who may, by a 2/3 favorable vote, adopt the amendment proposed. If the amendment is then adopted, it will be forwarded by the Executive Vice President (i.e., Chairperson of the Board of Directors) to the California Secretary of State for approval.
- C. Establish during normal budgetary process, student government scholarships to elected or appointed student officers for service to student government.<sup>1</sup>
  - 1. All such scholarships will be administered through the Office of Financial Aid in accordance with CSULB financial aid policies and procedures.
  - 2. At no time will any such scholarships exceed the Costs of Attendance for California Residents for a student living off-campus as published by the CSULB Office of Financial Aid.
  - 3. Student officers will continue to receive their respective scholarships for the duration of their terms of office provided they meet all eligibility requirements for remaining in office.
  - 4. It is the expressed intent of the Associated Students Senate that all such scholarships are intended to reward student officers for their service to student government.
- D. Establish and uphold duties as specified in the Senate Working Rules and Procedures.
- E. Review the actions and working rules of all subsidiary boards and committees.
- F. Call upon any member of the Associated Students, Inc. its officers, its employees, and its staff to appear before the Senate and its committees.
- G. Appoint student representatives, not otherwise appointed by the President to any committee, council, or board of California State University, Long Beach which requires or permits student representation.
- H. Approve the annual operating budget.

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<sup>1</sup>Approved by student referendum on April 23, 2004 in accordance with California Code of Regulations Section 42659

- I. Adopt no later than the last day of October of each academic year, a Policy Agenda and Board of Directors' Initiatives outlining goals, priorities, and the general direction of the Senate/Board of Directors for the upcoming year.
- J. Present a draft of the Policy Agenda and Board of Directors' Initiatives to the President for their review no later than the last day of September. It will be returned to the Senate within two weeks of receipt for final approval by the Senate.
- K. Remove any officer elected by the Senate who misses three meetings during the academic semester without an approved excused absence, including any mandatory training or meetings in the summer and winter sessions. The removal process will proceed as follows:
  - 1. The removal of the member will be final; if the member wishes to maintain their position on their respective board and have a viable reason to do so, they can appeal for their reinstatement through the Judiciary. The appeal process shall be placed on the agenda of a regularly scheduled Judiciary meeting, or a special meeting called by the Chief Justice for deliberation and action. The member's reinstatement will be subject to a 2/3 majority vote of the Judiciary. If the reinstatement of the member is granted by the Judiciary, the member will remain on permanent probation for the remainder of that semester and any subsequent absences will result in their permanent removal without an option to appeal.

## SECTION 2 DUTIES OF INDIVIDUAL SENATORS

- A. Actively seek the opinions of their constituents and bring those views to the attention of the Senate.
- B. Serve the best interests of the corporation and its shareholders and avoid any conflicts of interest.
- C. Cast one vote at any regular and special meeting of the Senate.
  - 1. Under these Bylaws, neither attendance nor vote by proxy will be permitted.
  - 2. Each Senator is entitled to enter a motion and/or introduce any legislation on their behalf to the Senate.
- D. Establish Senate scholarships.
  - 1. Senators may each be granted a scholarship during their terms of office.
  - 2. The amount of these scholarships will be established as a part of the annual budget and may not be revised during the fiscal year in which an amount has already been established for that term of office.
  - 3. The ASI Board of Directors will be required to maintain a minimum of 3 office hours per week during the fall and spring semesters. Out of the total 12 hours

required per month, 2 hours must be served tabling to actively seek the opinions of their constituents and bring those views to the attention of the Senate.

- E. No staff member of the Corporation may serve concurrently as a voting member of the Senate.

### SECTION 3 DUTIES OF THE VICE CHAIR

- A. Preside over the Senate in the absence of the Chair.
- B. Meet weekly with the ASI Executive Vice President.
- C. Serve as the Sergeant-at-Arms of the Senate.
- D. Gather and communicate relevant information to the ASI Executive Vice President in the areas under the Division of Student Affairs, and any other divisions or departments of the university which affect student life in general.
- E. Serves as a liaison between Senate and the President's Cabinet, ensuring important issues are brought to the attention of both boards.
- F. Facilitate workshops for the Senate, including resolution writing and parliamentary procedure.
- G. Assist the ASI Executive Vice President in any capacity deemed necessary by that officer.
- H. Serves as the ASI Executive Vice President's official designated representative to any board or committee of which they are a member.
- I. The BOD/Senate Vice Chair shall not serve as the Business and Finance Committee Vice Chair.
- J. To be appointed by the ASI Executive Vice President and confirmed by the Senate at the first Senate meeting of the fall semester.

## SECTION 4 DUTIES OF THE BUSINESS AND FINANCE COMMITTEE VICE CHAIR

- A. Preside over the Business and Finance Committee in the absence of the Chair.
- B. Meet weekly with the ASI Vice President of Finance, and as needed, at the request of the Vice President of Finance.
- C. Assists with the coordination and facilitation of Fiscal Certification workshops.
- D. Acts as a resource for students and organizations that apply for ASI grants.
- E. Will have knowledge and understanding of ASI policies.
- F. Serves as a liaison between Senate and Business and Finance Committee, ensuring important issues are brought to the attention of both boards.
- G. Assists the ASI Vice President of Finance in any capacity deemed necessary by that officer.
- H. Serves at the ASI Vice President of Finance's official designated representative to any board or committee of which they are a member.
- I. The Business and Finance Committee Vice Chair shall not serve as the BOD/Senate Vice Chair.

## SECTION 5 MEETINGS OF THE SENATE

### A. Regular Meetings

- 1. The Senate will meet during the academic year on Wednesdays at 3:30pm in the Dr. Stuart Farber Senate Chamber, excluding holidays and finals week. Meetings of the Senate must take place no less than once per month during the fiscal year.
- 2. Summer meetings are held monthly, dates to be determined by the Chair of the Senate or the President.
- 3. Winter meetings, if necessary, will be determined by the Chair of the Senate or the President.

### B. Special Meetings

The Senate may be called upon for a special meeting to convene during adjournment in accordance with Section 89306.5 of the California Education Code, and other appropriate governing documents.

## SECTION 6 QUORUM OF THE SENATE

A quorum of the Senate will be fifty-percent plus one voting members.

## SECTION 7 OFFICERS OF THE SENATE

### A. Chair

The Executive Vice President will serve as Chair of the Senate.

B. Vice Chair

The ASI Executive Vice President will appoint the Vice Chair from the Senate's student membership, subject to confirmation by the Senate at the first meeting of the fall semester.

C. Secretary

The Executive Director of the Associated Students, Inc. will serve as the Secretary of the Senate.

D. Other Officers

The Senate may establish other officers as deemed appropriate by its Working Rules.

## SECTION 8 REMOVAL FROM OFFICE

All Boards will declare vacant the office of any member who misses three meetings during an academic semester without an approved excused absence, as outlined in the CSULB Attendance Policy, including any mandatory trainings or meetings in the summer and winter sessions. The removal of the member will be final; if the member wishes to maintain their position on their respective board and have a viable reason to do so, they can appeal for their reinstatement through Judiciary.

The appeal process shall be placed on the agenda of a regularly scheduled Judiciary meeting, or a special meeting called by the Chief Justice for deliberation and action. The member's reinstatement will be subject to a 2/3 majority vote of the Judiciary. If the reinstatement of the member is granted by the Judiciary, the member will remain on permanent probation for the remainder of that semester and any subsequent absences will result in their permanent removal without an option to appeal.

## SECTION 9 VACANCIES IN THE SENATE MEMBERSHIP

A. Senators for Academic Colleges

In the event of a vacancy for a college senator, the Chair of the Senate must notify the respective college council. Vacancies will be filled in accordance with the respective Council's Constitution and Bylaws. The College Council will have thirty (30) calendar days from receipt of notification from the Chair of the Senate to fill the vacancy. After thirty (30) calendar days, the authority to fill the vacancy will rest with the Senate.

B. Senator-at-Large

In the event of a vacancy of a Senator-at-Large, the Senate will appoint an individual to fill such vacancies in accordance with its Working Rules.

C. Senators-Elect: Academic Colleges

If a Senator for an academic college resigns from their office or does not meet the requirements for holding office prior to June 1, the individual receiving the next highest amount of votes will be elected to serve said office. The newly elected Senator must have received at least 25% of the total votes cast in the corresponding college's election. If this requirement is not met, Section 9A takes precedent.

D. Senators-Elect: At-Large

If an at-large Senator resigns from their office or does not meet the requirements for holding office prior to the start of June 1, the individual receiving the next highest amount of votes will be elected to serve said office. If this requirement is not met, Section 9B takes precedent.

## SECTION 10 COMMITTEES OF THE SENATE

The Senate will establish working committees in accordance with the Senate Working Rules.

## SECTION 11 LEGISLATIVE ASSISTANTS TO THE SENATE

All at-large senators have the authority to appoint a volunteer student legislative assistant. The at-large senator will review candidates for the legislative assistant position and forward their recommendation to the Executive Vice President for final approval.

## SECTION 12 BUSINESS AND FINANCE COMMITTEE

A. Powers

The Business and Finance Committee will advise the Senate on the following:

1. Develop and recommend to the Senate policy in the areas of finance, human resources, and the administration of business affairs between the Associated Students, Inc. and other parties. All such policies will be subject to approval by the Senate.
2. Recommend to the Senate the annual operating budget of Associated Students, Inc.
3. After the annual budget has been approved, the Business and Finance Committee will be responsible for monitoring and recommending modifications to the budget.

B. Duties

1. All actions of the Business and Finance Committee must be approved by the Senate.
2. Meet at least once per month during the fiscal year.
3. Review and recommend the creation, classification, and organizational structure of all full-time staff positions, and corresponding salary schedules.
4. Review, recommend, and approve all contracts and leases entered into by the Associated Students, Incorporated.

5. Review and recommend the annual budget of the Associated Students, Incorporated to the Senate.
6. Review annually the fiscal viability of the Associated Students, Incorporated, including
  - a. A review of management functions to ensure provisions for adequate professional management.
  - b. An evaluation of the need for reserves in the areas of working capital, current operations, capital replacement, and planned future operations (if applicable).
  - c. The establishment or revision of reserves and their funding levels in accordance with this evaluation.
7. Review and recommend all funding requests from the Current Year Unallocated Fund (CYUF), assigned contingency funds, retained earnings accounts, and reserves.
8. Review and forward to the Senate the minutes of all subsidiary boards, with the exception of the University Student Union Board of Trustees.
9. Receive assessments and evaluations of programs and services and recommend to the Senate organizational changes to optimize their quality and effectiveness.
10. Establish working procedures for the Business and Finance Committee and its sub-committees.
11. Initiate the hiring and termination of the Executive Director, subject to the approval of the Senate.
12. Upon an anticipated or actual vacancy in the Executive Director position, the Business and Finance Committee shall have the authority to appoint an Executive Director Search Committee, inclusive of all voting Business and Finance Committee members, as well as additional representatives voted on by the Business and Finance Committee.
13. Employ an Executive Director who will report directly to the Business and Finance Committee and perform those duties specified in a written job description approved by the Business and Finance Committee and Senate.
14. Review and approve the compensation, including benefits, of the Executive Director to assure that is just and reasonable. This review and approval must occur initially upon the hiring of the officer and whenever the officer's compensation is modified. Separate review and approval will not be required if a modification of compensation extends to substantially all employees.
15. Annually evaluate the Executive Director consistent with ASI personnel policies.
16. Propose amendments to the Senate of this section of the Bylaws as deemed necessary by a majority of the Business and Finance Committee.

### SECTION 13 MEETINGS OF THE BUSINESS AND FINANCE COMMITTEE



A. Regular Meetings

1. The Business and Finance Committee will meet during the academic year on Tuesdays at 3:30pm in the Dr. Stuart Farber Senate Chamber, excluding holidays and finals week. Meetings of the Business and Finance Committee must take place no less than once per month during the fiscal year.
2. Summer meetings are held monthly, dates to be determined by the Chair of the Business and Finance Committee or the President.
3. Winter meetings, if necessary, will be determined by the Chair of the Business and Finance Committee or the President.

B. Special Meetings

The Business and Finance Committee may be called upon for a special meeting to convene during adjournment in accordance with Section 89306.5 of the California Education Code, and other appropriate governing documents.

## SECTION 14 BUDGETS

A. Normal Budgetary Process Defined

The normal budgetary process will be defined as including all budget transactions approved throughout the fiscal year.

B. Annual Budgets

1. Annual Budget: Associated Students

- a. The Business and Finance Committee must approve the annual budget for the following fiscal year before April 15th. Those sections of the budget not having Business and Finance Committee approval by that date will be subject to the approval of the Senate and President.
- b. The Senate's approval of the annual budget will occur prior to June 1<sup>st</sup>. Those sections of the budget not approved by the Senate will be effective as approved by the Business and Finance Committee. The budget will be subject to the approval of the outgoing President.
- c. The budget will be submitted to the Vice President for Student Affairs, the Vice President for Administration and Finance, and the University President.

2. Annual Budget: University Student Union Board of Trustee (USUBOT)

- a. The Senate and President must approve the USUBOT budget by May 1st. Those actions of the USUBOT budget not having approval by the Senate and President by May 1st will be effective as approved by the USUBOT.
- b. Should the USUBOT fail to present the USUBOT budget by April 15<sup>th</sup> to the Senate, the Senate will consider the approved budget from the current fiscal year as the proposed budget.

- c. The USUBOT budget will be submitted to the Vice President for Student Affairs, the Vice President for Administration and Finance, and the University President.

## SECTION 15 SENATE COMMITTEE ON AUDIT

### A. Membership

1. Two (2) Senators elected by the Senate, one of which who will serve as chair of the committee. The chair will be determined as the Senator receiving the greatest number of votes from among the Senate membership.
2. The Senate representative from the Business and Finance Committee who does not serve as Vice Chair.
3. The Associate Vice President for Financial Management or their designated representative.
4. The University President or their designated representative to the Senate.
5. The Committee will recommend to the Senate the retention and termination of independent certified public accountants (CPA's) (REF CA Government Code Section 12586). The membership of the Audit Committee may include persons who are not members of the Senate, but may not include members of the staff, the President, or the Vice President of Finance.
6. Members of the Business and Finance Committee may serve on the Audit Committee but may not comprise fifty percent or more of the voting membership.

### B. Compensation of Members

Members of the Audit Committee will not receive any compensation in excess of the compensation received by members of the Senate. Members of the Audit Committee may not have a material financial interest in any entity doing business with the Associated Students.

### C. Duties

The committee will be responsible for the following:

1. Meet no less than once per quarter during the fiscal year.
2. Recommend to the Senate the selection, retention, and termination of the independent auditor.
3. Negotiate the independent auditor's compensation, on behalf of the Senate.
4. Confer with the auditor to satisfy its members that the financial affairs of the corporation are in order.
5. Review and determine whether to accept the audit.
6. Approve management's response to the recommendations contained in the audit.
7. Assure that any non-audit services performed by the auditing firm conform with standards for auditor independence.

8. Approve the performance of non-audit services by the auditing firm.
9. Make the audited financial statement available to the public for inspection no later than nine months after the close of the fiscal year to which the statements relate.
10. Maintain its own separate working rules and annually submit those rules to the Senate for approval no later than the committee's third meeting of the fall semester.

D. Manager's Report

The Executive Director of the Associated Students, Incorporated, will report to the committee.

## SECTION 16 LOBBY CORPS COMMITTEE

A. Scope

Lobby Corps Committee will act as the advocacy body to local, state, and federal government on behalf of the Associated Students, Incorporated.

B. Membership

The Lobby Corps Committee will consist of the following voting members:

1. Three (3) Senators elected by the Senate
2. Three (3) Representatives at-large will be confirmed at the start of the academic year (June 1<sup>st</sup> – May 31<sup>st</sup>) by the Senate. Any board vacancy throughout the year will be filled through a recommendation by the Committee and confirmation by the Senate.

Each Representative at-large will have a primary focus on

- a. Long Beach City Council
  - b. CSU Board of Trustees
  - c. California Senate Education Committee and Assembly Higher Education Committees
3. ASI President or designee
  4. Associate Vice President, University Relations or designee
  5. ASI Chief Legislative Officer, who will serve as Chair

Lobby Corps Committee will consist of the following non-voting members:

1. Executive Director or designee
2. Student Advocates

C. Quorum

Quorum will consist of a majority of voting members.

D. Rules and Procedures

Lobby Corps will provide for its own rules and procedures, which will be forwarded to the Senate for final approval.

E. Duties and Powers

Lobby Corps will:

1. Organize and coordinate lobby visits
2. Coordinate campaigns advocating for public higher education
3. Coordinate voter registration drives
4. Establish a training program to prepare student advocates for lobby visits
5. Track pertinent legislation concerning the corporation and higher education.

F. Meetings

Lobby Corps will meet on a weekly basis on Thursdays at 3:30pm in the Dr. Stuart L. Farber Senate Chamber, excluding holidays and finals week.

## ARTICLE II EXECUTIVE BRANCH

### SECTION 1 EXECUTIVE OFFICERS

A. Associated Students Executive Officers

The three Executive Officers are the President, the Executive Vice President, and the Vice President of Finance.

1. The President, Executive Vice President, and Vice President of Finance will be elected by the general student body.
2. The aforementioned officers may each be granted a scholarship during their term of office. The Business and Finance Committee and the Senate will determine the amount during the normal budgetary process in accordance with the appropriate provisions of the Bylaws and policies of the Associated Students.

B. Duties and Powers of the Executive Officers

1. President

a. Duties

- i. Serve as the official representative to the administration of the university and the general public.
- ii. Be responsible for the proper conduct and efficient administration of all Executive activities and is responsible for the execution of the Associated Students policies.
- iii. Appoint and oversee the Commissioners.
- iv. Prepare and present a State of the Associated Students Address. This address must take place each academic semester.
- v. Grant to any deserving person who has given service to the Associated Students the status of Friend of the Student Body. Any person so named will receive an identification card, which will entitle them and their guest to admission to all sponsored events at student prices. The President will

submit the names of candidates for this status to the Senate for its approval during the next report they make to that body.

- vi. Serve, or designate someone to serve, as a member of the Academic Senate.
  - vii. Appoint students to membership on campus committees in accordance with the Policy on Shared Governance.
  - viii. Review press releases highlighting the progress of student government in conjunction with the ASI Senior Communications Manager for school publications.
  - ix. Serve as a voting member on designated ASI and University committees or boards including Academic Senate, IRA, 49er Shops Board of Directors, Business and Finance Committee, Lobby Corps, and University Student Union Board of Trustees.
  - x. Contact the President-elect within one week of the completed Associated Students' election to initiate a minimum two-week transitional period to review the duties, procedures, and responsibilities of the office. Other transition topics must include, but are not limited to, incomplete projects, projects to be initiated, and working effectively with university personnel, student groups, and the campus community.
  - xi. Be present at every meeting or gathering of the Cal State Student Association, or otherwise appoint a designee, to voice the concerns of students and the Board of Directors of the Associated Students, Incorporated of California State University, Long Beach.
- b. Presidential Request for Reconsideration
- i. The President may submit a request for reconsideration to the Senate on any adopted bylaw, resolution, or policy of the Associated Students.
  - ii. If the President makes no request for reconsideration within five days, the bylaw, resolution or policy as adopted by the Senate will be effective immediately.
- c. Appointments
- i. The President will be responsible for all Executive appointments.
  - ii. The President will appoint members to special Executive committees as they deem necessary.
  - iii. All Judicial appointments must be made no later than ten business days after the first formal day of instruction for the fall and spring semesters. If needed, an extension of time may be given at the discretion of the Executive Vice President.

- iv. The President will appoint volunteer members of the Associated Students government to specific assignments as deemed appropriate.
  - v. The President will appoint students to serve on each department/program grade appeals committee convened in accordance with CSULB Policy Statement 10-05 "Grade Appeal Procedure."
- d. Succession
- i. Upon the incapacitation, resignation, or withdrawal from the university by the President, the Executive Vice President will immediately become the President and will serve in that office for the remainder of the term.
2. Executive Vice President
- a. Duties
- i. Serve as the Chair of the Associated Students Senate and be responsible for the proper operation and functioning of that body and its members.
  - ii. Assume the office of President upon the incapacitation, resignation, or withdrawal from the university by the President.
  - iii. Assist the President as deemed necessary by that officer.
  - iv. Place final adopted legislation on the desk of the President for their signature or request for reconsideration.
  - v. Make all Senate information available to the student body.
  - vi. Serve as a voting member on designated ASI and University committees or boards including Academic Senate, IRA, 49er Shops Board of Directors, Business and Finance Committee, and University Student Union Board of Trustees.
  - vii. Designate a Senator to represent them on all boards or committees of which the Executive Vice President is a member.
  - viii. Contact the Executive Vice President-elect within one week of the completed Associated Students' election to initiate a minimum two-week transitional period to review the duties, procedures, and responsibilities of the office. Other transition topics may include, but are not limited to, incomplete projects or projects to be initiated; information considered pertinent to the effective operation of the Associated Students; working effectively with university personnel, student groups, and the campus community.
- b. Succession
- i. Upon the vacancy of the Executive Vice President, the Senate Vice Chair will serve in that office for the remainder of its term. If there is no Vice Chair at that time, the Senate will elect from among its membership a new

Executive Vice President and a new Vice Chair. The Vice Chair may not serve as the Business and Finance Committee Vice Chair during the same time.

### 3. Vice President of Finance

#### a. Duties

- i. Be responsible for the financial administration of the Associated Students, Incorporated. They will oversee the preparation of the annual budget of the Associated Students and will receive the budget from the University Student Union Board of Trustees.
- ii. Serve as Chair of the Business and Finance Committee. In the absence of the Vice President of Finance, the Business and Finance Committee Vice Chair will be the presiding chair.
- iii. Request at any time, a full financial report from any Associated Students division, publication, activity, or officer.
- iv. Make reports to the Senate, which will include a detailed account of the financial condition of the Associated Students on a quarterly basis.
- v. Maintain a current record of all fiscal and personnel policies and procedures approved by the Senate.
- vi. Ensure fiscal certification training is completed for all student organization financial officers.
- vii. Serve as a voting member on designated ASI and University committees or boards including IRA, 49er Shops Board of Directors, Business and Finance Committee, and University Student Union Board of Trustees.
- viii. Consistently reaches out to student organizations to schedule meetings whenever financial questions arise.
- ix. Develop and implement a comprehensive spring grant allocation process in collaboration with Student Life and Development and the Business and Finance Committee.
- x. Ensure that financial literacy training is provided for the broad student population throughout each academic year.
- xi. Review all Research Grants, Student Research Funds, and Current Year Unallocated Fund applications to ensure proper paperwork and information has been provided prior to placing it on the Business and Finance Committee agenda.
- xii. Compile and create Business and Finance Committee agenda packets with all business items 72 hours prior to meetings.
- xiii. Play an active role in the development of the ASI budget process.

xiv. Contact the Vice President of Finance-elect within one week of the completed Associated Students' election to initiate a minimum two-week transitional period to review the duties, procedures, and responsibilities of the office. Other transition topics may include, but are not limited to, incomplete projects or projects to be initiated, information considered pertinent to the effective operation of the Associated Students, and working effectively with university personnel, student groups, and the campus community.

b. Succession

i. Upon the incapacitation, resignation, or withdrawal from the university by the Vice President of Finance, the Business and Finance Committee Vice Chair, will immediately become the Vice President of Finance and will serve in that office for the remainder of the term. The Business and Finance Committee Vice Chair may not serve as the Senate Vice Chair at the same time.

4. All Executive Officers

An ASI Executive Officer must ensure that a lecture on inclusive language is given to organizations on campus that foster academic success among students, such as but not limited to SOAR and Housing. If at any given time an ASI Executive Officer is unable to fulfill this duty, then another ASI officer will be designated to help educate students or staff members on inclusive language.

## SECTION 2 PRESIDENTIAL CABINET

A. General Provisions

The chief purpose of as the President's Cabinet is to assist the President in carrying out the duties and objectives of the administration. The Cabinet will consist of ten Commissioners. The Cabinet will be supervised by the Chief Diversity Officer and generally charged with the duties outlined in the ASI Presidential Cabinet Working Rules and Procedures and any other duties as deemed necessary by the President. The President may appoint Assistant Commissioners under supervision of the respective Commissioners.

1. Appointments

All Presidential Cabinet members must be appointed by the President and confirmed by the Senate.

2. Cabinet Scholarships



The Presidential Cabinet members may be granted a scholarship during their term in office. The Business and Finance Committee and Senate will determine the amount during the normal budgetary process in accordance with the appropriate provisions of the Bylaws and policies of the Associated Students.

## B. Commissioners

The following provides a brief description of the individual Cabinet Commissioner positions and their respective roles. Specific duties assigned to each Cabinet Commissioner are articulated in the ASI Presidential Cabinet Working Rules and Procedures.

1. Commissioner for Cultural Affairs
  - a. The Commissioner for Cultural Affairs is responsible for increasing awareness and appreciation of cultural diversity among the Associated Students and the campus community on behalf of the President.
2. Commissioner for Disability Affairs
  - a. The Commissioner for Disability Affairs is responsible for promoting awareness and equality of students with disabilities on behalf of the President.
3. Commissioner for Environmental Justice
  - a. The Commissioner for Environmental Justice advises the President's Cabinet on matters of environmental justice issues in local communities and sustainability efforts affecting the campus.
4. Commissioner for Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual + Affairs (LGBTQIA+)
  - a. The Commissioner for LGBTQIA+ Affairs is responsible for advocating for resources and awareness for students who are part of the LGBTQIA+ community in order to strengthen an intersectional and safe educational environment on behalf of the President.
5. Commissioner for Veterans Affairs
  - a. The Commissioner for Veterans Affairs is responsible for representing and promoting awareness of veterans, military dependents, active duty, National Guard, and reserve service members on behalf of the President.
6. Commissioner for Women and Gender Equity Affairs
  - a. The Commissioner for Women and Gender Equity Affairs is responsible for increasing the visibility of, and opportunities for the advancement of all genders through awareness and education of the various issues relevant to students at CSULB on behalf of the President.
7. Commissioner for AB540 and Undocumented Students

- a. The Commissioner for AB540 and Undocumented Students is responsible for raising awareness about AB540 and undocumented student issues and working to ensure that AB540 and undocumented students are being represented and properly served on behalf of the President.
- 8. Commissioner for International Student Affairs
  - a. The Commissioner for International Student Affairs is responsible for representing the perspective of international students and increasing awareness and inclusivity in the development of programs and services with ASI, university affairs, and the campus community on behalf of the President.
- 9. Commissioner for Wellness Affairs
  - a. The Commissioner for Wellness Affairs promotes the cohesion and awareness of the variety of wellness programs in order to ensure that holistic mental, physical, spiritual, and emotional wellness remains at the forefront of the university's goals on behalf of the President.
- 10. Commissioner for Pregnant and Parenting Students
  - a. The Commissioner for Pregnant and Parenting Students is responsible for raising awareness about pregnant and parenting student issues and working to ensure that pregnant and parenting students are being represented and properly served on behalf of the President.

C. Meetings

The President's Cabinet will meet on a weekly basis on Mondays at 2:30pm in the Dr. Stuart L. Farber Senate Chamber, excluding holidays and finals week.

**SECTION 3 ASI OFFICERS**

A. General Provisions

1. Purpose

To serve the Associated Students and Executive Branch as described for their respective offices.

2. Appointment

Except as indicated in these Bylaws, all appointed ASI Officers must be appointed by the President, and confirmed by the Senate.

3. ASI Officer Scholarships

The ASI Officers may be granted a scholarship during their term in office. The Business and Finance Committee and Senate will determine the amount during the normal budgetary process in accordance with the appropriate provisions of these Bylaws and the policies of the Associated Students, Inc.

4. Office Hours

The ASI Officers will be required to maintain a minimum of 3 office hours per week. All office hours must be recorded with the Assistant Director of Government Affairs and Initiatives and/or the Government Affairs Administrative Coordinator.

B. Academic Affairs Officer

1. Duties

- a. Serve as a voting member on designated ASI and university committees including the Academic Senate (Executive Council), Curriculum and Educational Policies Council, GE Governing Committee, GEAR Committee, Instructionally Related Activities Board.
- b. Recruit general students for university academic committees.
- c. Provide orientation and training to appointed student representatives to various university committees in coordination with the Government Affairs staff.
- d. Notify committee members of upcoming meetings and maintains communication, includes meeting regularly with student representatives.
- e. Collect reports from student representatives within 5 school days of the committee meeting and maintain a binder consisting of compiled reports for each university academic committee.
- f. Review committee reports – analyze and synthesize findings and notify the ASI President of key issues that require ASI's attention.
- g. Maintain a schedule of all university academic committee meetings and student representatives to each committee.
- h. Update the ASI President weekly on university academic committee related issues.
- i. Administer annual student representative survey and compile findings with recommendations for the ASI Executive Officers.
- j. Serve as the ASI President's official designated representative to any board or committee of which they are a member.
- k. Serve on search committees for Academic Affairs or appoint a designee.
- l. Assists the ASI President in any capacity deemed necessary by that officer.
- m. Serve as a policy-making advisor to the administration.
- n. Meet monthly with the University Provost.
- o. Report monthly to Senate.

2. Appointments

- a. The Academic Affairs Officer will be responsible for all Academic Affairs appointments:
  - i. One student representative to the Academic Appeals Committee
  - ii. Two student representatives to the Academic Calendar Committee
  - iii. Two student representatives to the Education Preparation Committee

- iv. Two student representatives to the Faculty Advisory Committee on Technology
- v. Student representatives to the Highly Valued Degree Initiative Committee
- vi. One student representative to the Learning Assistance Advisory Committee
- vii. Two student representatives to the International Education Committee
- viii. One student representative to the University Academic Advising Council
- ix. One student representative to the University Awards Committee

3. Succession

Upon the incapacitation, resignation, or withdrawal from the university by the Academic Affairs Officer, the President may appoint a new Academic Affairs Officer, to be confirmed by the Senate.

C. Chief Diversity Officer

1. Duties

- a. Ensure that all responsibilities described in the Presidential Cabinet Working Rules are met and that the commissioners are maintaining progress in their specified positions.
- b. Update and adhere to the Presidential Cabinet Working Rules, which will compliment these Bylaws to govern day-to-day operations of the President's Cabinet. Revisions to the Working Rules must be presented to the President for approval.
- c. Supervise, coordinate, assist and keep accurate records of activities and performances of the President's Cabinet, and submit such records to the ASI President in an end-of-the year report.
- d. Assist the ASI President in any capacity deemed necessary by that officer and assume those duties delegated to the President's Cabinet, which are unfilled with Commissioners.
- e. Provide necessary training and transition to those who are assigned duties and responsibilities under the supervision of the administration.
- f. Recruit general students for diversity/social justice-related university committees.
- g. Provide orientation and training to appointed student representatives to various university committees in coordination with the Government Affairs staff.
- h. Notify committee members of upcoming meetings and maintains communication, includes meeting regularly with student representatives.
- i. Collect reports from student representatives within 5 school days of the committee meeting and maintain a binder consisting of compiled reports for each diversity/social justice-related university committee.

- j. Review committee reports – analyze and synthesize findings and notify the ASI President of key issues that require ASI’s attention.
- k. Maintain a schedule of all university committee meetings and student representatives to each committee.
- l. Update the ASI President weekly on university committee related issues.
- m. Administer annual student representative survey and compile findings with recommendations for the ASI Executive Officers.
- n. Coordinate the Annual Night Safety Walk and compile a report of findings for the ASI President and Beach Building Services (BBS).
- o. Serve as the ASI President’s official designated representative to any board or committee of which they are a member.
- p. Serve as the ASI President’s designee on the Beach Pride Events Council.
- q. Meet regularly with the Office of Multicultural Affairs.
- r. Report monthly to Senate.

2. Appointments

- a. The Chief Diversity Officer will be responsible for the following appointments:
  - i. All members of the President’s Cabinet with the assistance of the President, to be confirmed by the Senate.
  - ii. Student representatives to all diversity/social justice-related university committees including:
    - a. Campus Climate Committee
    - b. Inclusive Excellence Committee

3. Succession

Upon the incapacitation, resignation, or withdrawal from the university by the Chief Diversity Officer, the President may appoint a new Chief Diversity Officer, to be confirmed by the Senate.

D. Chief Legislative Officer

1. Duties

- a. Co-represent the university and ASI in the Cal State Student Association (CSSA) as a voting delegate.
- b. Provide a report on system-wide efforts in regard to university affairs, academic affairs, environmental affairs, and legislative affairs to the ASI President.
- c. Act as the ASI President’s liaison to the CSU Board of Trustees and the CSU Chancellor’s Office in regard to matters affecting CSULB students.
- d. Serve as chair of Lobby Corps, advocate legislation or issues on behalf of CSULB students, and facilitate the Corps’ operations.

- e. The Chief Legislative Officer will be responsible for the appointment, with the assistance of the President, of Lobby Corps Representatives at-Large, to be confirmed by the Senate.
  - f. Supervise, coordinate, assist and keep accurate records of the activities and performance of Lobby Corps, and submits such records to the ASI President in an end-of-the year report.
  - g. Coordinate voter registration drives with Lobby Corps.
  - h. Act as a campus representative to the community about the Student Involvement and Representation Fee (SIRF).
  - i. Assist in the coordination and training of the California Higher Education Student Summit (CHESS) student delegation.
  - j. Recruit and train student volunteers to serve as part of the Lobby Corps.
  - k. Assist the ASI President in any capacity deemed necessary by that officer and assumes those duties delegated to the Lobby Corps, which are unfilled with Representatives at-large.
  - l. Serve as the ASI President's official designated representative to any board or committee of which they are a member.
  - m. Serve as a policy-making advisor to the administration.
  - n. Update and adhere to the Lobby Corps Working Rules.
  - o. Report monthly to the Senate.
2. Succession

Upon the incapacitation, resignation, or withdrawal from the university by the Chief Legislative Officer, the President may appoint a new Chief Legislative Officer, to be confirmed by the Senate.

## SECTION 4 EXECUTIVE OFFICERS-ELECT DUTIES

### A. President-Elect

#### 1. Duties and Responsibilities

- a. Conduct interviews and make presidential appointments in April and May to fill incoming positions for the President's Cabinet, Judiciary, Chief Officers, and Academic Affairs Officer.
- b. Attend 49er Shops Board of Directors Retreat (April).
- c. Attend Student Excellence Fee (SEF) proposal meetings (April).
- d. Attend transitional meetings with outgoing ASI Executive Leadership.
- e. Attend scheduled trainings and executive officer orientation.

### B. Executive Vice President-Elect

#### 1. Duties and Responsibilities

- a. Attend 49er Shops Board of Directors Retreat (April).
  - b. Attend Student Excellence Fee (SEF) proposal meetings (April).
  - c. Attend transitional meetings with outgoing ASI Executive Leadership.
  - d. Attend scheduled trainings and executive officer orientation.
- C. Vice President of Finance-Elect
- 1. Duties and Responsibilities
    - a. Attend 49er Shops Board of Directors Retreat (April).
    - b. Attend transitional meetings with outgoing ASI Executive Leadership.
    - c. Attend scheduled trainings and executive officer orientation.

## ARTICLE III JUDICIAL BRANCH

### SECTION 1 JUDICIAL MEMBERSHIP

- A. General Provisions
- 1. Purpose
 

To review all actions or documents of any Associated Students Inc. agency, body, organization, or office holder within the ASI upon filing of a petition with the Judiciary.
  - 2. Appointments
 

All Justices must be appointed by the President and confirmed by the Senate.
  - 3. Judicial Scholarships
 

The Judiciary members may each be granted a scholarship during their term of office. The Business and Finance Committee and the Senate will determine the amount during the normal budgetary process in accordance with the appropriate provisions of the Bylaws and policies of the Associated Students.
  - 4. Office Hours
 

The Judiciary members will be required to maintain a minimum of 3 office hours per week. All office hours must be recorded with the Assistant Director for Government Affairs and Initiatives and/or the Government Affairs Administrative Coordinator.
  - 5. Grade Appeals Committees
 

Each justice will be assigned to serve on one of the seven college grade appeals committees convened in accordance with CSULB Policy Statement 10-05 "Grade Appeal Procedure."
- B. Voting Membership and Duties
- 1. The voting members of the Judiciary will consist of the following:
    - a. The Chief Justice
      - i. The Chief Justice must have served as an Associate Justice prior to being appointed as Chief Justice. When there are one or no Associate Justices

available for appointment to Chief Justice, a Chief Justice who has not served as an Associate Justice may be appointed.

- b. Six Associate Justices
  2. Chief Justice duties:
    - a. Serve a term of office for one year.
    - b. Set the Judiciary's agenda and case docket.
    - c. Call meetings of the Judiciary no less than once per month during the regular academic semester.
  3. Associate Justices
    - a. Associate Justices will have a term of one year.
    - b. One Associate Justice must serve as Pro-tempore.
  4. The Judiciary will be responsible for approving the Elections Handbook, monitoring campaign activities along with the Government Elections Officer, and serving as a hearing board for elections violations.
    - a. In the case that a Judiciary member is a candidate in the elections, they will need to recuse themselves from any decision-making processes that relate to elections and/or hearings.
  5. The Judiciary will be responsible for hearing 22 West Media content grievances.
    - a. A formal complaint form must be submitted to the 22 West Media Advisory Committee Coordinator and delivered to the Chief Justice to establish a hearing.
  6. The Judiciary is responsible for hearing Isabel Paterson Child Development Center parent grievances.
    - a. A formal complaint form must be submitted to the IPCDC Advisory Committee Coordinator and delivered to the Chief Justice to establish a hearing.
  7. Members of the Judiciary will pursue shared initiatives of the Associated Students, Inc. including those passed through Senate Resolutions.
- C. Non-Voting Membership
1. The non-voting members of the Judiciary will consist of the following:
    - a. Assistant Director for Government Affairs and Initiatives.
    - b. The President of the University or their designated representative.
    - c. One Faculty representative selected by the Academic Senate.
- D. Meetings of the Judiciary
- Judiciary will meet on a bi-monthly basis in the Dr. Stuart L. Farber Senate Chamber, excluding holidays and finals week. The appointed Chief Justice will determine the meeting time for the academic year at the start of their term in the summer.

## ARTICLE IV SUBSIDIARY BOARD



## SECTION 1 UNIVERSITY STUDENT UNION AND STUDENT RECREATION AND WELLNESS CENTER BOARD OF TRUSTEES

### A. Purpose

On behalf of the Associated Student Senate the University Student Union and Student Recreation and Wellness Center Board of Trustees (hereafter referred to as the URECBOT) will be responsible for the oversight of facilities, services, and programs of the University Student Union (USU) and Student Recreation and Wellness Center (SRWC). Final authority for all URECBOT actions rests with the Office of the Vice President for Student Affairs.

### B. General Provisions: ASI Authority

Except as otherwise provided in the Agreement and Lease between the California State University Trustees and ASI, the Bylaws, and applicable State laws, rules, regulations, or policies, the Director of the USU/SRWC will operate the USU and SRWC in consultation with the URECBOT subject to the following terms and conditions:

1. The URECBOT will establish policy for all phases of the operation of the USU and SRWC. All policies will be subject to approval by the Senate.
2. The Senate may establish general policies and financial guidelines for the USU and SRWC but may not intervene in the day-to-day management and operations.
3. The Senate has authority to approve the annual budget of the USU and SRWC. Once the annual budget has been approved, the URECBOT has sole authority to reallocate the budget within the limit of the annual allocation. Any increases in the annual budget allocation will require Senate approval.
4. The minutes of the URECBOT will be forwarded to the Senate to ensure conformance with overall policies and financial guidelines established by the Senate. Financial actions by the URECBOT that are not in compliance with policies and financial guidelines established by the Senate will be referred back to the URECBOT with recommendations for change or modification.
5. Actions of the URECBOT concerning space allocations will be referred to the AS Senate for information only.
6. By majority vote, the Senate may review action taken by the URECBOT to assure compliance with the general policies and guidelines established or required by the Associated Students regarding the operation of the USU.

### C. Duties

1. Meet at least once per month during the fiscal year.
2. Review and approve a mission statement that clearly articulates the USU's and SRWC's goals, means, and primary constituents served.

3. Fully understand and support the USU and SRWC mission statements and to review them periodically for accuracy and validity.
4. Review and approve policies regarding all aspects of the operation and administration of facilities supported by the USU fee. Such policies will serve to guide and support the provision of services and assure compliance with lease provisions, campus regulations, ASI policies, professional standards, and sound business practices.
5. Ensure effective organizational planning by actively participating with staff in a planning process and to assist in the implementation of the plan's goals.
6. Recommend the annual USU budget to the Senate.
7. Review and approve all major program proposals, ensure their consistency with the USU's and SRWC's mission, and monitor their effectiveness.
8. Prepare with the Associate Executive Director of USU/SRWC a schedule of facility rental fees, membership fees, and user fees.
9. Be the final reviewing board for complaints regarding USU and SRWC programs, services, or facilities.
10. Recommend to the Senate plans for additions and modifications to the USU or SRWC.
11. Recommend to the Vice President for Student Affairs and the Vice President for Administration and Finance plans for additions and modifications to the USU or SRWC.
12. Receive and act upon periodic evaluations of the USU and SRWC programs as reported by the Associate Executive Director of the USU/SRWC.
13. Continually inform interested parties and organizations about the existence, purpose, activities, and accomplishments of the USU and SRWC.
14. Review and recommend applicants for the position of Associate Executive Director of the USU/SRWC, through appropriate Associated Students procedures.
15. Establish working rules for the URECBOT and its sub-committees.
16. Propose amendments to this section of the Bylaws to the Senate as deemed necessary by a majority of the URECBOT.
17. Delegate certain budgetary authority to the Associate Executive Director of the USU/SRWC as deemed appropriate.

D. Membership

1. Voting
  - a. President or designee
  - b. Executive Vice President or designee
  - c. Vice President of Finance or designee
  - d. Two Senate representatives elected by the Senate
  - e. Five student trustees elected at-large
  - f. Vice President for Student Affairs or designee

- g. Vice President for Administration and Finance or designee
  - h. One faculty representative appointed by the Academic Senate
  - i. One full-time staff representative from the University appointed by the Staff Council
  - j. Alumni representative appointed by Alumni Association Board of Directors
2. Non-Voting
- a. Executive Director
  - b. Associate Executive Director of the USU/SRWC
- E. Student Trustees at-Large
1. The five student trustees at-large will be elected by the student body during the annual general election held each spring.
  2. The term of office for each at-large position will be one year.
  3. If a vacancy occurs in at-large positions, the Board will review candidates for the vacant position and forward their recommendations to the AS Senate.
    - a. Vacancies prior to the first meeting of the year must be filled within thirty (30) calendar days after the first meeting.
    - b. In the event of a resignation, vacancies must be filled within (30) calendar days following the next meeting.
    - c. After the passage of thirty (30) calendar days, the authority to fill the vacancy will rest with the AS Senate.
  4. The five student trustees at-large may each be granted a scholarship during their terms of office.
  5. No staff member of the USU may serve concurrently as a student-at-large trustee to the USUBOT.
- F. Quorum
- A quorum will consist of eight (8) voting members, five (5) of whom must be student trustees.

## ARTICLE VI REQUIREMENTS FOR RUNNING AND HOLDING OFFICE

### SECTION 1 OFFICERS OF THE ASSOCIATED STUDENTS

Officers of the Associated Students will be defined as follows.

- A. Officers of the Executive Branch
1. Elected Officers of the Executive Branch will be:
    - a. President
    - b. Executive Vice President

- c. Vice President of Finance
- 2. Appointed Officers of the Executive Branch will be:
  - a. Academic Affairs Officer
  - b. Chief Diversity Officer
  - c. Chief Legislative Officer
  - d. President’s Cabinet
- B. Officers of the Legislative Branch
  - 1. Elected Officers of the Legislative Branch
    - a. Senators
  - 2. Appointed Officers of the Legislative Branch
    - a. Lobby Corps Representatives at-Large
- C. Officers of the Judicial Branch
  - 1. Appointed Officers of the Judicial Branch
    - a. Chief Justice
    - b. Associate Justices
- D. Other Officers of the Associated Students
  - 1. Trustee-at-Large Positions
    - a. Trustees-at-Large, University Student Union and Student Recreation and Wellness Center Board of Trustees

## SECTION 2 STUDENT ELIGIBILITY OF OFFICERS

To be deemed academically eligible for any position in the Associated Students, the student officer must hold a minimum cumulative GPA of 2.50 and meet the university requirements for holding office stated in the current edition of CSULB Campus Regulations. The ASI Assistant Director for Government Affairs and Initiatives will be responsible for forwarding names of individuals who are currently holding or seeking to hold any position in the Associated Students to the Office of the Dean of Students for eligibility inquiry.

In order to avoid conflicts of interest, no professional staff member employed by ASI, the University, or any other auxiliary can hold a student leader position within ASI. This does not include student employees.

## SECTION 3 MID-YEAR EVALUATION OF ASSOCIATED STUDENTS OFFICEHOLDERS

All Associated Students officeholders will undergo a mid-year performance evaluation administered by the Assistant Director of Government Affairs and Initiatives.

## SECTION 4 COLLEGE SENATOR ELIGIBILITY

All individuals who seek election or appointment as a senator representing a college must have been majoring, or declared a pre-major, in a department within that college for a period of at least one semester before they can be considered eligible to hold that particular office.

## SECTION 5 CONCURRENTLY HOLDING MORE THAN ONE OFFICE

No student may hold more than one office defined in Article VI, Section 1 A, B, C and D.

## SECTION 6 INSTALLATION OF OFFICERS

### Time of Installation

- A. All officers-elected or officers-designated except those Associate Justices designated under Article VII. Section 1.A.c will assume their offices and duties on the first day of June or immediately after their appointment and its confirmation by the appropriate authority.
- B. Officers assuming vacancies by election or succession will assume their offices and duties immediately upon fulfillment of all of the requirements of their respective offices.
- C. All officers must take the following Oath of Office upon confirmation by the Senate to their position: "I, (full name), do solemnly swear, to be guided in all deliberations and conduct of my office, by the article and bylaws of the Associated Students, Incorporated. I shall be guided by integrity and principle, to the end that all the students shall be properly served."

## ARTICLE VII MEMBERSHIP CLASSES AND PRIVILEGES

### SECTION 1 CLASSES OF MEMBERSHIP

There will be two classes of membership in the Associated Students:

- A. Members of the Board of Directors  
Those members who have been duly elected or appointed to the Board of Directors, also called the Senate.
- B. Regular Members  
Students admitted and enrolled at this university carry at least one unit of credit.

### SECTION 2 MEMBERSHIP PRIVILEGES

All members of the Associated Students will be entitled to the following:

- A. Admission at student rates to social events, artist or lecture series, assemblies, rallies, athletic events, debates, concerts, and dramatic presentations.
- B. Benefits of all services offered by the Associated Students.
- C. Student rates on all publications sponsored by the Associated Students.
- D. All rights and privileges concerned with voting in all ASI regular elections.

## ARTICLE VIII LEGAL PRIORITY

When major ASI legal documents are in conflict, the following order of priority will exist, with the document designated as “A” having the highest priority and the document designated as “D” having the lowest priority.

- A. California Education Code or California Corporate Code, depending on the nature of the conflict
- B. Articles of Incorporation as approved by the California Secretary of State
- C. Bylaws, Chapter One (formerly called “Constitution”)
- D. Bylaws, Chapter Two (formerly called “Bylaws”)

## ARTICLE IX AMENDMENTS TO BYLAWS, CHAPTER TWO

### SECTION 1 AMENDMENTS BY THE ASSOCIATED STUDENTS SENATE

- A. Resolutions  
Amendments to the Bylaws, Chapter Two, may be adopted by a 2/3 vote of the Senate. Approval of the amendment will take place once the proposed item has been approved at both a first and second reading.
- B. Presidential Request for Reconsideration  
The amendment will become effective upon the signature of the President or upon the failure to request reconsideration within seven days of the approval of the minutes at which the amendment was passed.
- C. Adoption  
The approval of the University President, or designee, will be necessary before the amendment becomes effective.

### SECTION 2 AMENDMENT BY THE MEMBERS OF THE ASSOCIATED STUDENTS

- A. Petition  
Amendments to the Bylaws, Chapter Two, may be proposed by a petition bearing the signatures of 5% of the members the Associated Students and submitted to the President.

B. Special Election

A proposed amendment must be presented to the electorate within fifteen school days after it is presented. The Government Office will be responsible for conducting the election according to the procedure for special elections.

C. Publicity

The Assistant Director for Government Affairs and Initiatives must submit a complete text of the proposed amendment to the Editor-in-Chief of the university student newspaper, along with the request that it be published before the election.

D. Adoption

A majority of the legal votes cast in the special election will be necessary for the adoption of the amendment.

## ARTICLE X GOVERNMENT ELECTIONS

### SECTION 1 TYPES OF ELECTIONS

A. Regular Elections

1. Regular elections will be held no later than the last day of April during each spring semester.
2. During a regular election the following officers, directors, and trustees of the Associated Students will be elected
  - a. President
  - b. Executive Vice President
  - c. Vice President of Finance
  - d. Senators
  - e. Trustees of the University Student Union and Student Recreation and Wellness Center
  - f. Other officers of the Associated Students that appear in these Bylaws as elected officers.
3. Whenever the terms for the following offices are expiring at the end of an academic year, their elections must be held as a part of the regular election of that year.
  - a. Other officers which appear in these Bylaws or governing documents of other bodies as officers elected by the student body.
  - b. Whenever there is a ballot measure presented, a referendum election must be held as a part of the regular election of that year.
  - c. Upon the request of a governing body of an academic college, elections for their respective officers will be held concurrently with the regular election of that year.

- d. Upon the request of the University and with approval of the Senate, a university-wide advisory election may be held concurrently with the regular election of that year.
- B. Special Elections
  - 1. A special election may be called by the Associated Students President or by fourteen (14) affirmative votes of the Senate.
  - 2. Once a writ of election is issued, the Government Office must establish within ten (10) business days a date for the special election.
- C. Recall Elections

A recall election must be held within fifteen (15) business days upon presentation of the petition.

## SECTION 2 ELECTION CYCLE

- A. General Provisions
  - 1. The election cycle will begin on the first day of the filing period and end on the date in which the certificate of election is approved by the University.
  - 2. There may be no amendments to the Bylaws or other governing laws and administrative regulations of the Associated Students that affect the outcome of elections during the election cycle.
- B. Filing Period
  - 1. Official filing of candidacy must be open for at least ten (10) school days and such period will be established and publicized at least fifteen (15) school days prior to the last day of the said period.
  - 2. The last day to submit a ballot measure will be on the last day of the filing period.
- C. Announcement of Eligible Candidates and Qualified Ballot Measures

Eligible candidates and qualified ballot measures must be announced at least fifteen (15) school days prior to an election date.
- D. Establishment of An Election Date
  - 1. Dates of the regular election must be established and widely publicized at least forty (40) school days prior to that date.
  - 2. Dates of the special election must be established and widely publicized at least thirty (30) school days prior to that date.
- E. Certification of Election
  - 1. Upon conclusion of the tabulations of the ballots, a certificate of election must be presented to the Associated Students Senate.



2. The Associated Students Executive Vice President, upon the notification that a certificate of the election for a special election is prepared, will place the certification of elections on the next regularly scheduled senate meeting.
3. Once the Senate receives the certificate of election, the Associated Students Executive Vice President will present the certificate to the President of the University for their designee for approval.

### SECTION 3 POLITICAL CAMPAIGN

#### A. Definition

A political campaign will be defined as any effort to solicit support or opposition to a candidate and/or ballot measure in a regular or special election of the Associated Students.

##### 1. Candidate

A candidate will be defined as an individual who has publicly declared their intention to seek an elected office of the Associated Students and other offices elected from among from the student body.

##### 2. Ballot measure

A ballot measure will be defined as a measure referred to a vote of the student body by the Associated Students Senate or a measure in which the petitioning process has publicly begun.

#### B. Registration

An individual or party who engages in a political campaign must be registered as a political campaign party.

### ARTICLE XI THE CORPORATE SEAL

The Corporate Seal will consist of a circle having immediately within its rim "ASSOCIATED STUDENTS OF CALIFORNIA STATE UNIVERSITY, LONG BEACH" and farther inside the circle the following words: "INCORPORATED JUNE 15, 1956, LONG BEACH, CALIFORNIA."