

PREAMBLE

We the students of the California State University, Dominguez Hills, in order to establish representative government, promote the general welfare of the student body, enhance student life on our campus and to maintain a set of standards by which to abide to ensure effective self-governance, do ordain and establish these Bylaws for Associated Students, Incorporated, California State University, Dominguez Hills.

ARTICLE I NAME.

Section 1. The official name of this Corporation is **Associated Students, Incorporated, California State University, Dominguez Hills.**

Section 2. The official abbreviation of Associated Students, Incorporated shall be ASI.

Section 3. The official mascot of the Associated Students, Inc. shall be "El Toro" (The Bull), and the official nickname shall be the "Fighting Toros."

Section 4. The official colors of the Associated Students, Inc. shall be BURGUNDY AND GOLD.

ARTICLE II. MISSION.

The mission of the Associated Students, Inc. is to provide leadership opportunities for the students that will ensure responsible and effective participation in the governance of the campus. ASI advocates for student rights, render an official voice through which students' opinions may be expressed and provide educational, social and cultural activities which enhance student life at California State University, Dominguez Hills.

ARTICLE III. PURPOSE.

Section 1. GENERAL PURPOSE.

The specific and primary purpose of the Associated Students, Inc. (*hereinafter referred to as "the Corporation"*) is to operate a charitable and educational organization exercising self-governance for the general welfare of the entire student body of California State University, Dominguez Hills. Associated Students Inc., believes in the core values of Advocacy, leadership/Guidance, and Student Growth.

Section 2. SPECIFIC PURPOSES.

The specific purposes of this Corporation are:

- A. To engage in educational and charitable plans, projects, programs, and activities, and in connection therewith to provide for the educational, recreational, and social welfare advancement of its members.

- B. To foster and develop character-building and good citizenship.
- C. To establish, acquire, maintain, and operate any or all businesses at a profit, or otherwise, incidental to the main purposes of the Corporation, or other buildings, club houses, theaters, athletic plants, or establishments of any and every type, kind and structure necessary to carry on the purposes, functions, and activities of this Corporation.
- D. To associate or affiliate with, join, or become a member of any local, state, national, or international associations, groups, or societies whose purposes, ideals, functions, and activities are the same as or substantially the same as those of this Corporation.
- E. To take, receive, and accept gifts, devises, bequests, donations, contributions, endowments, trusts, foundations, or the funds, grant, and advances of property, whether real, personal, or mixed, and whether limited or unlimited, for particular uses or purposes, or otherwise, from persons, firms, corporations, associations, societies, or governmental agencies, and to administer the same for the particular purposes or for its own unlimited use.
- F. To buy, own, hold, lease, rent, sell, transfer, assign, convey, mortgage, pledge, encumber, and hypothecate, or otherwise handle, receive, or deal in properties of all kinds (including stocks, bonds, and evidences of indebtedness), whether real, personal, or mixed and whosoever situated, as principal, agent or others.
- G. To borrow money or other property, and to secure the payment thereof by promissory notes, mortgages, deeds of trust, bonds, or otherwise; to lend money or other property of this Corporation upon security or otherwise.
- H. To act as trustee, to the extent permitted by law, under any trust incidental to the principal objects and purposes of this Corporation, and to receive, hold, administer, and expend the funds and properties in accordance with and subject to any such trusts.
- I. To do any or all of the things herein provided for, and to do and perform any and all other acts and things necessary or which may become necessary to the same extent as a natural person might or could do, whether within or outside of this State.
- J. To exercise and enjoy all rights, powers, and privileges granted by the laws of the State of California to corporations of this character, as are in force from time to time including all powers granted to

such corporations by any and all acts heretofore or hereafter amendatory or supplemental to any of such laws now in effect.

The enumeration of said purposes as herein specified shall not be construed to exclude or waive any of the powers, rights, or privileges granted or conferred by relevant laws now or hereafter in force.

ARTICLE IV. PLACE OF BUSINESS.

Section 1. The principal office for the transaction of the Corporation's business is located in Los Angeles County, California, on the campus of California State University Dominguez Hills (*hereinafter referred to as "the University"*), 1000 East Victoria Street, Carson, California 90747.

Section 2. The Board of Directors may change the principal office from one location to another within the aforementioned county by noting the changed address and effective date, and such changes of address shall not be deemed an amendment of these Bylaws.

ARTICLE V. POWERS AND AUTHORITY OF THE CORPORATION.

Section 1. This Corporation shall have the powers, benefits, rights and privileges granted to all nonprofit corporations by the California Nonprofit Public Benefit Corporation Law as well as all other laws that apply to corporations of this purpose.

Section 2. The authority of the Corporation shall be divided into three distinct branches: *Executive, Legislative and Judiciary.*

A. EXECUTIVE BRANCH.

The Executive Branch is charged with the responsibility of serving as representatives of the Corporation to the campus community and all outside entities. Members of this branch are also charged with supervision of the execution of the laws of the Corporation, appointment of corporate officials and, in the case of the President, authority by way of veto.

The Executive authority of the Corporation shall be vested in the executive officers of the Corporation, who are (*in order of succession*):

1. The President of the Associated Students, Inc.
2. The Executive Vice President of the Associated Students, Inc.
3. The Vice President of Academic Affairs of the Associated Students, Inc.
4. The Vice President of Finance of the Associated Students, Inc.

These officers shall also serve as members of the Executive Committee.

THE EXECUTIVE COMMITTEE.

The purpose of the Executive Committee is to review budget matters, resource allocations, student services and program reviews. Meetings of this committee shall follow the meeting requirements of the Board of Directors.

The Executive Committee will coordinate corporate staff and resources as needed to accomplish tasks for the efficient and smooth operation of the Corporation's affairs. Specifically, the Executive Committee shall:

1. Be presented all pertinent information by the Executive Director. The Executive Committee will review this information on a regular basis. Such reviews shall be used to advise or recommend action to the Board of Directors.
2. Be notified of any proposed amendments to the previously approved corporate budget.
3. Assist the Board of Directors in review of student services and Corporation-supported programs through direction of staff and coordination of resources including all evaluation reports and pertinent budget documents.
4. Act as an emergency operational decision making committee to perform the duties of the Board of Directors in the event that the Board of Directors is between scheduled meetings, did not have quorum at the meeting the item was on the agenda, or is unable to meet their duties as listed in these Bylaws.
- f. Shall be responsible for appointing members and officers to various committees within the Corporation and the University.
5. Members of and advisors to the Executive Committee shall consist of the following:
 - a. The President of the Associated Students, Inc., who shall chair the Executive Committee
 - b. The Executive Vice President
 - c. The Vice President of Academic Affairs
 - d. The Vice President of Finance

- e. The Executive Director or his/her designee, who shall not have voting privileges, but shall act in an advisory capacity
- f. The University President or his/her designee, who shall not have voting privileges, but shall act in an advisory capacity

B. LEGISLATIVE BRANCH.

The Legislative Branch is charged with the responsibility of adopting the policies of the Corporation, addressing issues that concern the students of the University, advocating for the rights and needs of the students, keeping abreast of all activity carried out by the standing commissions of the Corporation in addition to those entities with which the Corporation does business as well as making financial appropriations in a manner beneficial to the students of the University.

The Legislative authority of the Corporation shall be vested in a board of directors, which shall be called Board of Directors of the Associated Students, Inc. (*hereinafter referred to as "the Board of Directors"*)

1. GENERAL POWERS OF THE BOARD OF DIRECTORS.

Subject to the provisions of the California Nonprofit Public Benefit Corporation law and any other applicable laws, the activities and affairs of this Corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board of Directors.

2. SPECIFIC POWERS OF THE BOARD OF DIRECTORS.

Without prejudice to the general powers set forth in subsection 1, above, but subject to the same limitations, the Board of Directors shall have the following powers and duties, in addition to any others imposed or permitted by these Bylaws, the Articles of Incorporation, and the laws of the State of California:

- a. To manage the business and affairs of the Corporation, and to make its rules, regulations, and policies and procedures not inconsistent with these Bylaws, the Articles of Incorporation and the laws of the State of California.
- b. To perform any and all duties imposed on them collectively or individually by law, by the Articles

of Incorporation of this Corporation, or by these Bylaws,

- c. To change the principal office from one location to another;
- d. To adopt and use a corporate seal and alter the form of the seal;
- e. To borrow money and incur indebtedness on behalf of the Corporation, the terms, amounts, and other aspects of which shall be entered in the minutes of the meetings(s) of the Board of Directors, and cause to be executed and delivered for the Corporation's purposes, in the corporate name, promissory notes, bond, debentures, deeds of trust, mortgages, pledges, hypothecations, and other evidences of debt and securities.
- f. To cause to adopt a complete record, including appropriate minutes, of all the acts and proceedings of the Corporation; and
- g. To do all other such acts as may be authorized by law.

3. DUTIES OF DIRECTORS.

In addition to the general powers set forth in subsection B(1) and the specific powers set forth in subsection B(2) of Article V, but subject to the same limitations, it shall be the duty of the Directors to:

- a. Meet at such times and places as required by these Bylaws; and
- b. Register their addresses, e-mail address, and telephone numbers with the Executive Assistant, and all notices of meetings mailed or electronically sent, with delivery receipt confirmation to them at such addresses shall be valid notices thereof.

4. MAJORITY ACTIONS AS ACTS OF THE BOARD OF DIRECTORS.

Every act or decision made by a majority of the Board of Directors present at a meeting of the Board of Directors duly held at which a quorum (as defined in Article V, subsection B(9)) is present shall be and is the act of the

Board of Directors of the Corporation unless the law, the Articles of Incorporation or any other provision of these Bylaws require a greater number or a vote of the membership of the Corporation.

5. **PRESIDING OFFICER OF THE BOARD OF DIRECTORS.**
The presiding officer of this body shall be the ASI Vice President of Academic Affairs, who shall be the Chair. The Chair shall vote, by proxy or as otherwise permitted by these Bylaws, only to break a tie.
6. **MEMBERS OF THE BOARD OF DIRECTORS.**
The members shall be:
 - The President
 - The Executive Vice President
 - The Vice President of Finance
 - The Organizations Commissioner
 - The Public Affairs Commissioner
 - The Student Activities Commissioner
 - The Elections Commissioner
 - The Director of Student Services
 - The Director of Legislative Affairs
 - One (1) representative elected from each academic college of the University
 - One (1) International Student Representative
7. **ADVISORS TO THE BOARD OF DIRECTORS.**
The advisors to the Board of Directors shall be:
 - University President's designee
 - ASI Executive Director
 - Others as recognized by resolution of the Board of Directors.
8. **LIAISONS TO THE BOARD OF DIRECTORS**
 - The Academic Senate Liaison (Faculty Representative)
 - The Alumni Association Liaison
 - The Athletics Liaison
 - The Disabled Students Services Center Liaison
 - The Multicultural Center Liaison
 - The Older Adult Center Liaison
 - The University Housing Liaison
 - Others as recognized by resolution of the Board of Directors.

8. No action may be taken until quorum is present.
9. Quorum will consist of a simple majority, which will be 50% plus one of the members.
10. The Board of Directors may overturn a veto by a 2/3-majority vote.

C. JUDICIAL BRANCH.

The Judicial Branch is charged with the responsibility of considering and recommending all cases that arise within the Corporation and with the administration of justice in all matters within the parameters of the Corporation

The Judicial authority of the Corporation shall be vested in the Student Judiciary (*hereinafter referred to as "the Judiciary"*).

1. FUNCTIONS OF THE STUDENT JUDICIARY.

- a. The main purpose of the Judiciary is to ensure that the actions of the Board of Directors are in compliance with the Bylaws or any code of the Corporation.
- b. In the case of recall and/or initiative legislation it is the responsibility of the Judiciary to verify student status of all signatures through the Office of the Registrar.
- c. Upon receiving a document of complaint, said document shall be sent to the Judiciary for investigation of any contested election and said court shall render opinion thereon.
- d. The Judiciary shall report its opinion to the Board of Directors for review and action within ten (10) working days after the document of complaint has been filed.
- e. Decisions of the Judiciary are empowered and limited by the laws of the State of California

2. VOTING MEMBERS.

- a. The Judiciary shall consist of five (5) student members who may serve in no other capacity in the Corporation while a member of the said court.

- b. All members shall be appointed by the President of the Associated Students, Inc. and affirmed by the Board of Directors.

3. ADVISORS.

- a. One (1) faculty member, appointed by the Academic Senate.
- b. The University President or his/her designee.

4. PROCEDURES.

- a. The Judiciary shall elect a Chief Justice on an annual basis.
- b. A quorum shall consist of three (3)- members.
- c. The Judiciary shall have the power to make any procedures that will assure a fair and orderly hearing.
- d. Judiciary opinions are final, but subject to action by the Board of Directors

5. TERM OF OFFICE.

- a. Student members of the Judiciary shall hold office for one (1) or two (2) year(s) providing:
 - i. They are students of the University during their tenure in office.
 - ii. They maintain good standing as verified by the Office of the Registrar.
- b. A student serving a one- (1) or two- (2) year term may be appointed to one additional term of office.
- c. The President of the Associated Student, Inc. and three voting Directors may petition the removal of a Judiciary member. No member of the Judiciary shall be removed without a hearing in an open meeting of the Board of Directors.
- d. In the event of a vacancy in the Judiciary, the student appointed to fill that vacancy shall serve the remainder of that term.

- e. The President of the Associated Students, Inc. shall fill all vacancies within a timely manner.

ARTICLE VI. MEMBERSHIP AND PRIVILEGES.

Section 1. The Corporation shall not have members as that term is defined in Section 5056 of the California Corporations Code, or in any successor statute thereto. Any action which would otherwise require approval by a majority of all members or approval by the members shall require only approval of the Board.

The Corporation recognizes three classes of membership: *Regular, Honorary Lifetime and Off-Campus Distance Learning Members.*

A. REGULAR MEMBERS.

Any person duly registered as a student at the University in any regular term that pays membership fees is termed a *Regular Member*. Regular Members are entitled to:

1. The right to hold office, both elective and appointed
2. Appropriate vote(s) in all student body elections and special elections.
3. Admission to Corporation-sponsored activities and use of all services sponsored by the Corporation either for free or at a reduced rate.
4. Membership in organizations chartered by the Corporation in accordance with the membership rules and procedures as prescribed by the policies and procedures of said organization.
5. The right to represent the Corporation in University competition in accordance with the rules of eligibility of the respective division and/or conference jurisdiction.
6. Any other privileges, which shall be prescribed by the governing body of the Corporation.

B. HONORARY LIFETIME MEMBERS.

Honorary Lifetime membership may be granted to those individuals who have served the Corporation in exceptional capacities as defined and recognized by the Board of Directors. Honorary Lifetime Members are entitled to all the privileges of

membership exclusive of making motions, voting and holding official office.

- C. **OFF-CAMPUS DISTANCE LEARNING MEMBERS.**
Off-Campus Distance Learning membership is granted to any person who pays membership fees and studies off-campus. Off-campus Distance Learning members are entitled to all the privileges of membership exclusive of holding office.

ARTICLE VII. STUDENT FEE AND FINANCES.

Section 1. The Student Activities Fees as stipulated in the Education Code and the Code of Regulations shall finance the general business activities of the Corporation.

Section 2. The University shall be in charge of the collection and disbursement of the funds of the Corporation, subject to the limitations set by the Board of Directors, the Education Code, and the Code of Regulations (Title 5).

Section 3. All members, excluding honorary members, of the Corporation shall pay activities fees as determined by the Board of Directors.

Section 4. A simple majority of total regular membership votes in a given election shall be required to establish all University student activities fees.

ARTICLE VIII. REQUIREMENTS FOR RUNNING FOR AND HOLDING OFFICE.

Section 1. Candidates for, and incumbents of, office with the Corporation must comply with the current requirements for student officers as stipulated by the Chancellor's Office as quoted below in item A, or as modified at any time by the Chancellor's Office. Non-compliance may result in automatic dismissal from the Board of Directors.

A. **Qualifications for Student Office Holders**

Minimum Academic Qualifications for Participation in Student Government

Given the representative, fiduciary, legal and other long-range policy-making responsibilities and influence of student office holders, it is the policy of the CSU that such persons have an obligation to demonstrate a reasonable degree of the academic involvement and achievement.

All undergraduate student representatives must be enrolled and in good standing at the university, maintain a 2.5 grade point average (GPA) each term, and not be on probation of any kind. In addition, all graduate students must be enrolled and in good standing at the university, maintaining a 3.0 grade point average (GPA) each term. This requirement

applies to the major student government offices defined below, minor student representative offices as defined by the campus, and student representatives to system wide committees.

These requirements should be considered minimum qualifications. Campus presidents may establish additional requirements as determined locally.

B. Major Student Government Offices

Major student government offices include president, members of the student governing board or others with fiduciary responsibilities (e.g., other campus auxiliaries), and the campus representative to the (CSSA).

1. Incumbent Unit Load

Undergraduate incumbents must earn 6 semester units of credit per term while holding office. Graduate and credential students must earn 3 semester units of credit per term while holding office.

2. Incumbent Maximum Allowable Units

Undergraduate students are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding over that number of units will no longer be eligible for major student government office.

3. Candidate Unit Load

Undergraduate candidates must maintain 6 semester units per term while running for office. Graduate and credential student candidates must maintain 3 semester units per term while running office.

4. Candidate Residency

Undergraduate candidates for office must have been enrolled on the campus and have completed at least one semester immediately prior to the election, earning a total of 6 semester units during that year. Graduate and credential candidates for office must earn 6 semester units per term of continuous attendance as a new graduate or credential student to be eligible. Graduate and credential students who received a bachelor's degree or credential within the past three years from the same campus must have earned a total of 12 semester (18 quarter) units during their last year as an undergraduate to be eligible.

C. Minor Representative Officers

Minor student representative officers are defined by the campus.

1. Incumbent Unit Load

Undergraduate incumbents must earn 6 semester units per term while holding office. Graduate incumbents must earn 3 semester units per term while holding office.

Undergraduate students are allowed to earn a maximum of 150 semester or units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding over that number of units will no longer be eligible for major student government office.

- C. For all appointments, requirements for holding office as stipulated in the Chancellor's Office shall apply to the semester before the election or the appointment through the last semester in office.
- D. Candidates and incumbents shall not be on either academic or disciplinary probation.
- E. These requirements are independent of any additional institutional student government or student organization requirements.
- F. No student shall hold more than one Associated Students office, excluding committee memberships, during the tenure of office.
- G. Freshman and first semester transfer students please see ASI policy on appointment to office.

Section 2. In addition, candidates for executive office with the Corporation must have served four (4) consecutive months on the current Board of Directors immediately prior to providing verification of eligibility for office. In the alternative, the candidate must have served on the immediate prior Board of Directors for one (1) complete academic year.

Section 3. In addition, past members of the ASI Board of Directors that have been removed from the board for fraudulent, dishonest acts or gross abuse of authority or discretion or breach of any duty arising under the provisions of the Nonprofit Corporation Law may not hold or declare candidacy for any position within the Corporation for (1) academic school year.

ARTICLE IX. TERMS OF OFFICE.

Section 1. For all officers chosen in the General Election, the term of office shall begin at 12:01 a.m. on July 1st of the year in which the official is elected.

Section 2. For all appointed officers, the term of office shall begin upon their appointment to their position by the President of the Associated Students, Inc., with the Board of Directors approval required to confirm appointment.

Section 3. The term of office for all officers shall end officially at midnight on June 30th of the following year, unless otherwise terminated prior to that date.

ARTICLE XI. VACANCIES ON THE BOARD OF DIRECTORS.

Section 1. VACANCIES.

A. Vacancies on the Board of Directors shall exist (1) on the death, resignation, removal, recall, or academic ineligibility of any Board Member, (2) whenever the number of authorized Board Members is increased, or (3) upon the failure to seat the number of Board Members required to be elected at the annual election or any special election or meeting held for the purpose.

B. The Board of Directors may declare vacant the office of a Board Member who has been declared of unsound mind by a final order of court, or convicted of a felony, or been found by a final order or judgment of any court to have breached any duty under Section 5230 and following of the California Nonprofit Public Benefit Corporation Law, or any successor statutes thereto.

C. The Board of Directors may declare vacant the office of a Board Member who has failed to attend two (2) consecutive Board of Directors meetings or two (2) consecutive standing committee meetings, or three (3) Board of Directors meetings in one semester without notifying the President or the Executive Director a minimum of twenty-four (24) hours in advance of a meeting to request an excused absence. The Executive Committee, with the due discretion, shall determine if the absence is an excused absence. Directors are charged with the specific trust of representing their student constituencies, and failure to show due cause for absences shall be considered a violation of the trust and grounds for declaration of vacancy.

D. No reduction of the authorized number of Directors shall have the effect of removing any Board Member before that Board Member's term of office expires.

Section 2. RESIGNATION.

In the event a Board Member should resign, a written notice of resignation shall be submitted to the President. A resignation will be effective upon the date of delivery of written notice unless the notice specifies a later

time for the effectiveness of such resignation. Unless otherwise specified in the notice, the acceptance of such resignation shall not be necessary to make it effective.

Section 3. FILLING VACANCIES.

A. In the event that a position on the Board of Directors is declared vacant, the Board of Directors shall fill said position in accordance with the ASI Application/Appointment Process.

ARTICLE XII. PROCEDURES FOR IMPEACHMENT AND REMOVAL OF OFFICERS.

Section 1. Impeachment for Executive Officers must go through four (4) chains of command:

A. Upon submission and presentation of a petition to a currently active Board of Directors signed by the same number of students that voted the officer in question into office, the Board of Directors must vote to accept or deny the petition. If the Board of Directors denies said document, that decision is final and not subject to appeal.

B. If two-third's (2/3) of the Board of Directors members vote to accept the petition, the matter of impeachment will be referred to the Student Judiciary.

C. If the Student Judiciary decides to approve the impeachment of a Board of Directors member, its decision is relayed back to the Board of Directors for immediate implementation.

D. Once the charges have been formally implemented, the Student Judiciary will conduct a hearing within ten (10) working days. The court will hear arguments from both parties and, within ten (10) working days after the close of arguments, render a decision.

E. Failure of the defendant to schedule a hearing within the ten working days will result in automatic removal from office.

Section 2. Impeachment for non-Executive officers requires two-thirds (2/3) vote of the Board of Directors total voting membership. Officers may only be removed for **just cause** as prescribed by the Board of Directors. No member shall be removed from office without opportunity of a hearing in an open meeting of the Board of Directors.

Section 3. REMOVAL OF BOARD MEMBER FOR CAUSE.

A Board Member may be removed from office for fraudulent or dishonest acts or gross abuse of authority or discretion or breach of any duty arising under the provisions of the Nonprofit Corporation Law. A Board Member so removed may be barred from reelection.

ARTICLE XIII. CAUSES FOR REMOVAL OF BOARD MEMBERS

- Section 1. A Board Member may be removed from office for failure to adhere to the Board of Directors meeting attendance policies of the Corporation as stated in Article XIV of these Bylaws.
- Section 2. A Board Member may be removed from office for gross lack of participation where the member exhibits no desire to meaningfully contribute toward the goals and pursuits of the Corporation. The Board of Directors will determine this.
- Section 3. A Board Member may be removed from office for repeated failure to exercise due diligence and discretion in carrying out expected duties, or failure to carry out any duty associated with their respective office as stated in these Bylaws.
- Section 4. A Board Member may be removed from office for any misconduct or behavior exhibited while in office that is detrimental to the Corporation, its members and/or officers, or its public image.
- Section 5. A Board Member may be removed from office for committing fraudulent or dishonest acts while in office or gross abuse of the authority of their office.

ARTICLE XIV. ATTENDANCE .

- Section 1. Attendance at meetings of the Board of Directors is mandatory.
- Section 2. If an officer cannot attend a Board of Directors meeting, that officer must submit, in writing, the reason for their absence to the Executive Director at least 24 hours prior to the meeting. In the event of an emergency where it is not possible to submit a written excuse, that officer may make a telephone call to, or leave a message for, the Executive Director stating his or her reason. The Executive Director must then notify the President of any absences from the Board of Directors meeting.
- Section 3. The Executive Committee will determine the validity of all excuses at their meetings and announce their decision at the following Board of Directors meeting.
- Section 4.
- Section 5. A member of the Board of Directors may not vote by proxy at any Board of Directors meeting.
- Section 6. Two (2) consecutive unexcused absences or three (3) unexcused absences in one semester are automatic grounds for removal from the Board of Directors.

ARTICLE XV: NOTICE OF MEETINGS

- Section 1. Written notice of every meeting of the Board of Directors shall be given to each member, in accordance to Education Code 89920-89928, before each meeting. Written notice of any meeting shall also be given pursuant to this amendment to any person who requests such notice in writing. Notice may be delivered personally or by mail to the last known address of the address and, if mailed, is complete upon mailing.
- Section 2. An agenda listing the matters to be considered at each meeting of the Board of Directors shall be included in the notice for meeting.
- Section 3. The ASI Vice President for Academic Affairs may call a special meeting of the Board of Directors without giving the normal notice if such meeting is necessary to discuss an unforeseen emergency condition. An emergency condition, for the purposes of this amendment is any condition that, if not addressed by the Board of Directors promptly, may result in a detriment to the Corporation, the University, the public interest or the students. For the standing committees, in the absence of the Chair, the Vice-Chair, with approval from the President, may call a meeting.
- Section 4. All meetings of the Board of Directors shall be subject to the requirements of the *Gloria Romero Open Meetings Act of 2000* at Education Code Section 89305 *et seq.*

ARTICLE XVI. STANDING COMMITTEES OF THE CORPORATION AND THEIR FUNCTIONS.

Under the auspices of the Corporation, nine (9) standing committees shall exist. They are:

- Executive Committee (see Article V(2)(A))
- The Finance Commission
- The Elections Commission
- The Students Activities & Cultural Programs Commission
- The Organizations Commission
- The Public Affairs Commission
- The Technology Resource Fee Committee
- The Personnel Committee
- Legislative Affairs Committee

These nine (9) standing committees are obligated to follow the duties as stipulated in the current Bylaws of the Corporation. Failure to comply may result in dismissal of members from the Committees. Each standing

committee shall appoint a Vice-Chair from among its members who shall be responsible for recording and submission of minutes and assuming the duties of Chair in their absence. Only the Executive Committee, the Finance Commission, and the Personnel Committee have delegated authority from the Board of Directors. The remaining committees or commissions are either advisory bodies to the Board of Directors, or function as operational bodies to carry out programs under Corporation policies. Every voting member shall be a student unless otherwise noted.

1. THE FINANCE COMMISSION.

- a. Shall recommend to the Board of Directors allocations of all corporate funds.
- b. Shall assist the Executive Director in development of recommendations for the Corporation's financial policies and procedures.
- c. Shall submit an annual budget to the Board of Directors for approval, including recommendations for all budgets of the various commissions. The Board of Directors will have one week to review.
- d. Shall, as necessary, make a mid-year adjustment to the annual budget. Board of Directors approval is required for adjustments +/-10 percent per line item. The mid-year adjustment must be approved by the President of the University.
- e. Members of and advisors to the Finance Commission shall consist of the following:
 1. The Vice President of Finance
 2. The President of Associated Students, Inc. (Voting)
 3. The Executive Vice President (Voting)
 4. The Vice President of Academic Affairs (Voting)
 5. One (1) member of Board of Directors (Voting)
 6. University President or his/her designee (*Standing advisor*)(Non-Voting)
 7. The University's Chief Fiscal Officer or his/her designee (*Standing advisor*) (Non-Voting)
 8. The Executive Director or his/her designee (*Standing advisor*) (Non-Voting)
 9. The Finance Manager or his/her designee (*Standing advisor*) (Non-Voting)
 10. The Manager of Programs and Leadership Training (*Standing advisor*)(Non-Voting)

- f. The Chairperson shall be the Vice President of Finance and shall vote only in the cases of tie votes.
- g. A quorum shall consist of a majority of all voting members of the Finance Commission. Every voting member shall be a student unless otherwise noted. Meetings of this commission shall follow the meeting requirements of the Board of Directors.

2. THE ELECTIONS COMMISSION.

- a. Shall carry out Board policies in the *ASI Election Code* for organizing, supervising and certifying all elections held under the auspice of the Corporation.
- b. Members of and advisors to the Elections Commission shall consist of the following:
 - 1. Three (3) students-at-large (Voting)
 - 2. Four (4) Board of Director members appointed by the ASI President (Voting)
 - 3. The Elections Commissioner, who shall be the chair of the Commission.
 - 4. The University President or his/her designee (*Standing advisor*) (Voting)
 - 5. The Manager of Programs and Leadership Training (*Standing advisor*) (Non-Voting)

Every voting member shall be a student unless otherwise noted.

See the Elections Code for a detailed description of the functions of the Elections Commission.

3. THE STUDENT ACTIVITIES AND CULTURAL PROGRAMS COMMISSION.

- a. Shall be responsible for the planning, implementation and coordination of all student activities presented by the Corporation.
- b. Shall also be responsible for the planning, implementation and coordinating of all Board approved cultural programs presented by the Corporation.
- c. Members of and advisors to the Student Activities and Cultural Programs Commission shall consist of the following:
 - 1. Two (2) members of the Board of Directors, to be appointed by the ASI President (Voting)
 - 2. The University President or his/her designee (*Standing advisor*) (Non-Voting)
 - 3. A representative from the Office of Student Life (*Standing advisor*) (Non-Voting)

4. The Manager of Programs and Leadership Training (*Standing advisor*) (Non-Voting)
 5. Two (2) students-at-large (Voting)
 6. The Student Activities Commissioner, who shall be the Chair of the Commission
- d. A quorum shall consist of a majority of the Student Activities and Cultural Programs Commission's voting members. Every voting member shall be a student unless otherwise noted.
 - e. The Chair shall not vote on the Student Activities and Cultural Programs Commission unless the vote is to break a tie.
- 4. THE ORGANIZATIONS COMMISSION.**
- a. Shall be responsible for the planning, implementation and coordination of all activities that involve the Board approved programs regarding registered organizations.
 - b. Membership of the Organizations Commission shall consist of the following:
 1. Two (2) members of the Board of Directors appointed by the ASI President (Voting)
 2. The University President or his/her designee (*Standing advisor*)(Non-Voting)
 3. A representative from the Office of Student Life (*Standing advisor*) (Non-Voting)
 4. A representative from each of the registered clubs and/or organizations (Voting)
 5. The Manager of Programs and Leadership Training (*Standing advisor*) (Non-Voting)
 6. The Organizations Commissioner, who shall be the Chair of the Commission.
 - c. The Chair shall not vote on the Organizations Commission unless the vote is to break the tie.
 - d. A quorum shall consist of at least eight voting members of the Organizations Commission. Every Voting member shall be a student unless otherwise noted.
 1. Two members of the Board of Directors, appointed by the ASI President;
 2. A representative from at least five recognized clubs and/or organizations.
 3. The Organizations Commissioner.

- e. Upon recommendation of the chair, the Commission may vote to delete any campus club or organization that has been inactive for more than three (3) years. Should there be any balances remaining in the inactive club(s) or organization(s), the funds shall be used to finance a campus event sponsored jointly by the Organizations Commission and the Board of Directors.
- f. Upon recommendation of the Chair, the Finance Commission may vote to withdraw or suspend for a specific period or time, within the fiscal year, funds from any clubs or organizations due to lack of participation or involvement consistent to the established clubs and organizations attendance policy.

5. THE PUBLIC AFFAIRS COMMISSION.

- a. Shall be responsible for the positive perception of the Corporation through the dissemination of information, the coordination of advertising and the development of marketing methods.
- b. Shall be expected to work in conjunction with the Corporation's standing commissions and committees.
- c. Shall be in charge of corporation's electronic publications and social networking sites in order to publicize events and topics of interest to the students, especially those events that are sponsored by the Corporation.
- d. The Commissioner shall be the editor of the official ASI newsletter.
- e. Members of and advisors to the Public Affairs Commission shall consist of the following:
 - 1. At least two (2) voting members, consisting of members of the Board of Directors, to be appointed by the ASI President. (Voting)
 - 2. Two (2) student-at-large voting members, to be appointed by the ASI President. (Voting)
 - 3. University President Designee (Non-Voting)
 - 4. The Public Affairs Commissioner, who shall be the chair of the Commission.

5. The Manager of Programs and Leadership Training (*Standing advisor*)(Non-Voting)
- f. The Chair shall not have a vote on the Public Affairs Commission unless it is necessary to break a tie.
- g. Shall be responsible for evaluating the effectiveness of the advertising and marketing campaigns.
- h. A quorum shall consist of majority of the Public Affairs Commission voting members. Every voting member shall be a student unless otherwise noted.
- 6. THE TECHNOLOGY RESOURCE FEE COMMITTEE.**
- a. Shall administer the Technology Resource Fee funds.
- b. Shall review and respond to letters of intent from various campus departments seeking funds.
- c. Shall review grant proposals and make recommendations on distribution of funds.
- d. Shall allocate funds to approved grantees.
- e. Members and advisors to the Technology Resource Fee Committee shall consist of the following:
1. The President of the Associated Students, Inc. (Voting)
 2. The Executive Vice President (Voting)
 3. The Vice President of Academic Affairs (Voting)
 4. Two (2) Students-at-large (Voting)
 5. The Chair of the Academic Senate, or appointee (Voting)
 6. The Chief Information Technology Officer or designee (*designee subject to approval by the University President*)(Voting)
 7. The University Vice President for Student Affairs or designee. (Voting)
 8. The Chair of the Computer Information Systems department (Voting)
 9. The Corporation's Technology Assistant (*Standing advisor*)(Non-Voting)
 10. ASI Executive Director (*Standing advisor*)(Voting)
- f. One student-at-large shall chair the committee. This student will be chosen by committee vote.

- g. A quorum shall consist of majority of the Technology Resource Fee Committee voting members. Every voting member shall be a student unless otherwise noted.

**See the Technology Resource Fee Committee charter for a detailed description of the functions of the Technology fee Committee.*

8. THE PERSONNEL COMMITTEE.

- a. Shall make all decisions as they pertain to all management staff for the Corporation. In the absence of the Executive Director, shall be responsible for personnel decisions for staff members of the Corporation in the interim. Meetings of this commission shall follow the meeting requirements of the Board of Directors.
- b. Shall be advised of non-student staff employment status, such as hiring, probation and termination.
- c. Shall handle all grievances from non-student corporate staff.
- d. Shall execute a job search and be responsible for hiring an Executive Director when the position becomes vacant.
- e. Shall collaborate on the Executive Director's performance evaluation.
- f. Shall review the Employee Handbook and make appropriate changes in personnel policy and procedures.
- g. Members of and advisors to the Personnel Committee shall consist of the following:
 - 1. The ASI Executive Vice President shall chair the committee.
 - 2. The ASI President (Voting)
 - 3. The Vice President of Academic Affairs (Voting)
 - 4. The Vice President of Finance (Voting)
 - 5. The University's Vice President for Student Affairs or designee (*Standing advisor*) (Non-Voting)
 - 6. The Director of Human Resources Management or designee (*Standing advisor*)(Non-Voting)
 - 7. The University President or designee (*Standing advisor*) (Non-Voting)
 - 8. The Director of the Career Center or designee (*Standing advisor*)(Non-Voting)
 - 9. The Executive Director (*Standing advisor*)(Non-Voting)
 - 10. The Manager of Programs and Leadership Training (*Standing advisor*)(Non-Voting)

- h. The Chair shall not have a vote on the Personnel Committee unless it is necessary to break a tie.
- i. A quorum shall consist of majority voting members of the Personnel Committee. Every voting member shall be a student unless otherwise noted.

THE LEGISLATIVE AFFAIRS COMMITTEE.

- a. Shall be responsible for making recommendations to the Board of Directors concerning the impact of pending legislation that affects students of CSUDH and higher education.
- b. Shall make recommendations to the ASI Executive Committee and the Board of Directors on specific actions/positions to take regarding pending legislation.
- c. Shall be responsible for interpretation and dissemination of information received regarding pending legislation.
- d. Members of and advisors to the Legislative Affairs Committee shall consist of the following:
 - 1. All ASI college representatives (Voting)
 - 2. The University President or his/her designee (*Standing advisor*) (Non-Voting)
 - 3. Three (3) Students-at-Large appointed by the President (Voting)
 - 4. The Executive Director or his/her designee (*Standing advisor*) (Non-Voting)
 - 5. The ASI President or designee (Voting)
 - 6. The Director of Legislative Affairs, who shall be the Chair of the Committee.
- e. A quorum shall consist of a majority of the Committee members. Every voting member shall be a student unless otherwise noted.
- f. The Chair shall not vote on the Legislative Affairs Committee unless the vote is to break a tie.

**ARTICLE XVII.
BALANCES OF**

FELLOWSHIP WITHDRAWALS AND MANDATORY RESIDUAL

EXECUTIVE OFFICERS.

- Section 1. On the last day of the Summer School term, an Executive Officer is required to maintain a minimum balance equal to 75 percent of his/her total fellowship allocation.
- Section 2. On the last day of the fall semester, an Executive Officer is required to maintain a minimum balance equal to 50 percent of his/her total fellowship allocation.
- Section 3. On the day before Spring Break, an Executive Officer is required to maintain a minimum balance equal to 40 percent of his/her remaining fellowship allocation.
- Section 4. Provisions shall be made allowing an Executive Officer exemption of one or more of the minimum balance requirements at the discretion of the Executive Director.
- Section 5. A two-thirds (2/3) majority vote of the Board of Directors in favor of suspension is necessary to suspend any Executive Officer's fellowship.

ARTICLE XVIII. AMENDMENTS.

- Section 1. A two-thirds (2/3) majority of the Board of Directors members shall be necessary to convene and forward recommended amendments to the Rules, Policies, and Procedures committee.
- Section 2. A two-thirds (2/3) majority of the Rules, Policies, and Procedures Committee shall be necessary for forwarding recommended amendments back to the Board of Directors.
- Section 3. Proposed amendments to the Bylaws shall be posted two weeks prior to their being voted on at a Board of Directors meeting. Posting may include, but is not limited to, posting on campus bulletin boards and ASI sandwich boards, information distributed to student organizations, Board of Directors mailboxes, and information distributed to the campus student newspaper. The Board of Directors shall receive opinions concerning the proposed amendments in writing from any member of the Corporation.
- Section 4. A two-thirds (2/3) majority of the Board of Directors members present shall be necessary for approval and ratification of any amendment to the Bylaws.
- Section 5. Amendments to the positions of members of the Board of Directors and impeachment or removal of officers must be made at any special or regular election by the student Body with a simple majority of the total votes cast.

Section 6. Amendments to the By-laws shall become effective immediately upon ratification or at dates specified in the amendments. There shall be an enabling clause presented at the time of ratification, which shall specify the dates(s) when ratified amendments shall become effective.

ARTICLE XIX. RATIFICATION.

Section 1. These Bylaws shall be ratified at a Board of Directors meeting after they have been posted and distributed at least two weeks prior to the meeting.

Approved As Amended:	December 3, 1993—Senate Meeting
Approved As Amended:	November 29-30, 1995—Student Elections
Approved As Amended:	September 16, 1998—Senate Meeting
Approved As Amended:	June 14, 2002—Senate Meeting
Approved As Amended:	April 30, 2004—Student Elections (Repealed Constitution – New Bylaws in affect)
Approved As Amended:	March 17, 2006—Senate Meeting
Approved As Amended:	March 9, 2007—Board of Directors Meeting
Approved As Amended:	March 11, 2012 – Board of Directors Meeting
Approved As Amended:	July 6, 2012 – Board of Director Meeting
Approved As Amended:	December 6, 2012 – Board of Directors Meeting

ARTICLE XX. BYLAWS, STANDING RULES AND RULES OF ORDER

Section 3. Standing Rules and Rules of Order may be adopted by the Board of Directors in the implementation of its function and policies by majority vote.

ARTICLE XXI. ENABLING ACT

Section 1. The By-laws shall take effect immediately upon verification by the Elections Commissioner that it has been adopted by a simple majority of the regular members of the Associated Students, Inc. voting in an election in which it appears on the ballot.

Section 2. The By-laws shall supersede all previous Associated Students, Inc. constitutional authority or instruments, written or implied and shall constitute the embodied majority will of the student body of California State University Dominguez Hills.

ARTICLE XXIII: DISSOLUTION OF ASSETS

Section 1. Upon dissolution the Associated Students, Inc., by lawful means the net assets, other than trust funds, shall be distributed to a successor approved by the President of the campus, and the Chancellor with input from

students. The governing board should work closely with the University and the Chancellor's Office to identify an appropriate successor organization if and when dissolution of the auxiliary organization is contemplated.

Section 2. This dissolution clause may be further clarified in the Articles of Incorporation in order to integrate the dissolution clause requirements with State or Federal agencies requirements for maintaining a corporate or association nonprofit status.