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**OPERATING RULES**

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**Revised May 27, 2026**

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### **100.1 DECLARATION OF VALUES**

The foundation of our belief's rests upon this one fundamental principle: students are the university. ASCSUS firmly believes education takes place both inside and outside the classroom. As students in pursuit of education, we claim the right to question and critically evaluate all facets of our University. We take seriously our responsibility to represent the students. With this responsibility we acknowledge our accountability to all students.

Because the communication of ideas is fundamental, we are dedicated to fostering free and uninhibited discourse. We acknowledge our equality and honor our differences and above all else we act with respect. Our ultimate objectives are to strive for excellence on behalf of students and instill a feeling of pride that we are the students of California State University, Sacramento, hereafter known as Sacramento State.

### **100.2 STATEMENT OF PURPOSE**

Associated Students, Incorporated of California State University Sacramento (ASCSUS), is a 501c3 non-profit corporation and is the official student governing body of the University. ASCSUS has been granted University auxiliary status by Sacramento State. A combination of student fees and internal programs, grants, and miscellaneous revenue sources are what fund ASCSUS operations.

### **100.3 MISSION STATEMENT**

As the recognized voice of Sacramento State students, we enrich lives through experiential learning, student services, and leadership opportunities.

### **100.4 LONG-TERM DIRECTIONAL STATEMENTS**

#### **ASCSUS SHALL WORK TO ENSURE:**

ASCSUS will work to ensure that students at the University have the ability to contribute to the governance of the University.

ASCSUS will work to ensure that campus life enables all members of our diverse student body to have a strong sense of campus community, which will continue during their college years and beyond.

ASCSUS will work to ensure that quality programs and services are provided which respond to the changing needs of our dynamic student population.

ASCSUS will work to ensure that learning opportunities outside the classroom are available for students in order to foster personal and professional growth.

ASCSUS will work to ensure strong positive links between the campus community and the broader Sacramento community.

ASCSUS will seek out ways to encourage students to participate in programs and utilize services.

### **100.5 FREEDOM OF EXPRESSION**

All ASCSUS members and ASCSUS recognized organizations shall be free to discuss and consider topics of concern or interest to students. They shall be free to express their opinions, to invite speakers and support causes and undertakings. However, these will always be subject to lawful regulation.

Sponsorship of guest speakers by ASCSUS or by an ASCSUS organization shall not necessarily imply approval or endorsement of the views expressed by the speakers, either by the sponsoring body or ASCSUS.

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### **100.6 BOARD OF DIRECTORS' OATH**

As a duly elected Director of the Associated Students Incorporated of California State University, Sacramento, I swear that I will faithfully fulfill the duties of my office as provided in the Associated Students Incorporated Bylaws, to the best of my ability.

### **100.7 BOARD COURTESY POLICY**

The proper procedure for any Board member seeking to change the operations or rules regarding another elected office(s) is to submit an informational letter to any Board member impacted by the proposed decision. The letter shall outline the proposed changes and reasoning behind the changes at least one week prior to the Working Board Meeting in which the item will first be discussed.

### **100.8 FUNCTION OF ASCSUS OPERATING RULES**

The purpose of these Operating Rules is to provide the Board of Directors with a document that governs the activities, enterprises, and undertakings of the Associated Students. The Operating Rules may be amended by a 2/3 majority vote of the Board at any Regular, Special, or Emergency meeting providing that all open meeting laws and rules have been followed. Board can decide to require a 2/3 majority vote on a special or extraordinary measure. The ASCSUS Associate Director, with the approval of the Executive Vice President, shall be given power to make any necessary non-substantive changes to maintain the format, font, spelling, or grammar of these Operating Rules.

### **100.9 ACSUS BOARD OF DIRECTORS CODE OF CONDUCT**

This Code of Conduct is designed to promote a healthy and safe environment that encourages the academic, social, and emotional development of all students. A disciplined environment is essential to achieving these ends. This Code of Conduct is intended to enable the development of self-discipline in all ASCSUS Board members. Both positive and negative consequences of behavior are recognized as necessary to encourage appropriate behavior and discourage inappropriate behaviors that would interfere with the goals and missions of the organization. Students are entitled to work in a setting free of harassment, intimidation, bullying, and violence. As such ASCSUS will maintain a safe environment free of harassment, intimidation, bullying, and violence, in accordance with university policies and state law.

All staff, Board members, and volunteers of the organization shall act with honesty, integrity, and transparency in all their interactions with each other as representatives of the organization. The organization promotes a working environment that values respect, fairness, integrity, and collaboration.

### **100.10 PROHIBITION AGAINST SEXUAL HARASSMENT**

ASCSUS strives to maintain a workplace that is free from legal discrimination and harassment. While all forms of harassment are prohibited, it is the organization's policy to emphasize that sexual harassment is specifically prohibited. Any Board Member who engages in discriminatory or harassing conduct is subject to removal from the Board. Complaints alleging misconduct on the part of Board members will be reported promptly to the Office of Equal Opportunity.

If the University Office of Equal Opportunity finds the Board member to be in violation of the campus Title IX policy will result in the Board Member being deemed ineligible to serve and immediately removed from the Board.

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Board members must not engage in sexual harassment, or conduct themselves in a way that could be construed as such, for example, by using inappropriate language, keeping or posting inappropriate materials in their work area, or accessing inappropriate materials on their computer.

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### **100.11 ASCSUS BOARD OF DIRECTORS CODE OF CONDUCT**

1. The Board of Directors shall behave professionally and courteously to all Sacramento State and Auxiliary staff, University Faculty, University Administration, and University staff.
2. The Board of Directors shall abide by the Sacramento State Hornet Honor Code.
3. The Board of Directors shall act with integrity at all times when representing ASCSUS – representing the organization in a positive and supportive manner at all times and in all places.
4. The Board of Directors shall put the interest of the organization above personal interests.
5. The Board of Directors shall be prepared to discuss the issues and business on the agenda, having read all of the background material relevant to the topics at hand.
6. The Board of Directors shall cooperate with and respect the opinions of fellow Board members, and leave personal prejudices out of all board discussions, as well as supporting actions of the Board even when the Board member personally did not support the action taken.
7. The Board of Directors shall be respectful and courteous to all board and committee meetings.
8. The Board of Directors shall refrain from intruding on administrative issues that are the responsibility of management, except to monitor the results and ensure that procedures are consistent with Board policy.
9. The Board of Directors shall never possess or use alcoholic beverages or illegal drugs on ASI property or report to duties or represent ASCSUS under the influence of alcohol or illegal drugs.

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### **100.12 RECOGNITION OF MULTIFAITH AND CULTURAL EVENTS CALENDAR**

ASCSUS shall formally recognize the multifaith and cultural events calendar published by the office of inclusive excellence. this calendar will serve as a reference tool to promote inclusive scheduling practices and cultural awareness in ASCSUS activities, meetings, and events. ASCSUS encourages all members to consult this calendar when planning and coordinating programming to ensure greater cultural and religious inclusivity.

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### 200.1 OFFICERS OF THE BOARD OF DIRECTORS

#### A. PRESIDENT, DUTIES AND RESPONSIBILITIES:

1. The President, as the Board's Chief Executive Officer (CEO) shall oversee all administrative and financial operations of ASCSUS, except for those specifically assigned to Staff.
2. The President shall act as the representative of the membership in matters pertaining to campus activities and policies.
3. The President shall ensure that the membership is adequately represented in matters outside of the campus. This shall include, but not be limited to, CSU system-wide policies, CSU Trustee policy, student lobbying in the State Legislature, and relations with other student governments.
4. The President shall ensure that the membership is adequately represented at the California State Student Association (CSSA) Board of Directors meetings. The President, or the President's designee, shall also hold the official vote on behalf of Sacramento State at all CSSA Board of Directors meetings.
5. The President shall evaluate every Board member each semester, no earlier than the 12th week and no later than the 14th week of each semester.
6. The President shall assign duties to the Board that enhance the ability of ASCSUS to benefit the students.
7. The President shall have responsibility for making all appointments regardless of race, ethnicity, religion, gender, age, sexual orientation, national origin, or disability.
8. The President shall serve as the representative unifying voice of the diverse student population of CSU, Sacramento. They shall express the interest of the students at all times during their term in office.
9. The President, in conjunction with the Executive Director, shall have the authority to contact corporate legal counsel for advice regarding affairs of ASCSUS as necessary:
  - a. The Executive Director will receive notice of said advice except for matters concerning the Executive Director.
  - b. Directors may require that the President contact counsel for advice regarding affairs of ASCSUS.
  - c. After the advice has been given, counsel shall present a summary of this advice, in writing, to the Board.
10. In the event of the absence or the conviction of the Executive Director, the ASCSUS President shall notify in writing the Vice President for Administration and the ASCSUS Board of Directors of any loss of property or unauthorized acts committed or alleged to have been committed by any officer or employee of ASCSUS within twelve (12) hours of any incidence of actual or suspected theft, defalcation, fraud, or other irregularity involving auxiliary organization funds, property or other resources.
11. The President shall meet with the University President, Vice President of Student Affairs, Vice President of Business Administration and Business Affairs, Vice Presidents of University Advancement Vice President of Inclusive Excellence, Senior Associate Vice President, Public Affairs and Advocacy, and the Executive Director, University Enterprises Inc., at least once a semester.

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### **B. EXECUTIVE VICE PRESIDENT (EVP), DUTIES AND RESPONSIBILITIES**

1. EVP shall function as the Board's Chief Operating Officer.
2. The EVP may be the Board's official representative on all financial award committees, unless otherwise stipulated in these Operating Rules.
3. The EVP in conjunction, with the President shall appoint (pending Board approval) and oversee all the internal committees and work teams to ensure their proper operation and productivity. (See Internal Bureaus 400.1)
4. The EVP shall appoint (pending Board approval) the Vice Chair and Secretary of the ASCSUS Board of Directors. Both Vice Chair and Secretary are charged with attending Executive Committee meetings.
  - a. The Vice Chair shall chair the Board in the absence of the Executive Vice President.
  - b. The Secretary shall ensure that minutes of all meetings of the Board are kept and maintained and be in charge of maintaining the Board of Directors room.
5. The EVP shall chair the meetings of the Board of Directors and establish reporting deadlines for Board members, committees, work teams and staff.
6. The EVP shall organize at least one (1) meet and greet event before the end of the Fall semester.
7. The EVP shall be responsible for publicizing ASCSUS proceedings in accordance with the Bylaws, Operating Rules, and appropriate governing documents such as, but not limited to the postings of the weekly Board meeting agendas.
8. The EVP shall work in conjunction with the ASI Executive Director to plan and implement the Board of Director's transition, orientations, retreats, including strategic planning sessions, and development.
9. The EVP shall place non-controversial items on the Consent Calendar.
10. The EVP shall, in conjunction with the President, appoint (pending Board approval) a Parliamentarian in case of vacancy of the Parliamentarian position. The Parliamentarian shall be an accredited Parliamentarian.
11. The Executive Vice President, President, and Executive Director together will have the authority for documenting and facilitating Board accountability in a manner consistent with the Accountability and Support Plan (ASP). This plan shall be designed to support board members who are failing to meet their duties as outlined in the governing documents, including the bylaws and operating rules.
  - A. When a Board member is identified as not fulfilling their responsibilities or breaches the Code of Conduct as outlined in the ASCUS Bylaws and Operating Rules, the EVP, President, and ED shall initiate the Accountability and Support Plan. If the alleged breach of conduct or behavior poses a threat to the well-being of community members, the EVP, in consultation with the President and ED, shall have the authority to refer the matter directly to the Judicial Review Committee for immediate consideration.
    1. In cases where the individual in question is the ASI President or the Executive Vice President, the Executive Director, in consultation with a non-voting advisor to the ASCSUS Board of Directors, shall be responsible for initiating the ASP process.
  - B. The ASP process shall include:
    1. *ASP phase 1: Initial Review and Support Resources*

The EVP, President, and ED shall hold a conference with the board member, and a written notice shall be issued outlining specific unmet responsibilities, observed issues, and recommended resources, including but not limited to time management tools, academic support, and student health counseling resources.
    2. *ASP phase 2: Performance Plan Initiation*

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If no improvement is shown by the member, the EVP, President, and ED shall initiate a weekly accountability check process, requiring the Board member to submit written weekly reports. These reports must outline the actions taken to address concerns and areas where further support is needed. The duration of the weekly reports shall be no more than two (2) months, and shall be referred to the Judicial Review Committee at any point.

3. *ASP phase 3: Final Review*

If the board member fails to demonstrate meaningful progress, a final review meeting shall be conducted by the EVP, President, and ED. Based on the findings, ASP may be extended with revised goals, or if no substantial progress is shown, the EVP, President, and ED may submit a summary report of the Accountability and Support Plan that has been initiated to the Judicial Review Committee.

- C. A hearing shall be conducted by the Judicial Review Committee, consisting of:
1. Vice President for Student Affairs or designee
  2. A faculty member, appointed by the CSUS Academic Senate
  3. Three students with (preferred) judicial interests, appointed by the Vice President of Student Affairs after consultation with the ASI President and ASI Board of Directors.
  4. Executive Director as a non-voting member.
- D. The committee shall review documentation, hold a hearing in which an accused member will have the opportunity and right to respond to the allegations, and then submit a recommendation to the ASI Board. The Board shall then vote on the matter, requiring a two-thirds ( $\frac{2}{3}$ ) majority. All Judicial Review Committee proceedings, except deliberations, preliminary planning sessions at which no action on the disciplinary referrals can be taken and Performance Improvement Plan (PIP) evaluations shall be open to the public.
1. The recommendations may include but are not limited to:
    - a. Removal from the board.
    - b. Assignment of additional duties and responsibilities as deemed appropriate by the Judicial Review Committee, which may include:
      - i. Additional office hours for a period determined by the Judicial Review Committee
      - ii. Mandatory attendance at additional university or ASI- sponsored events
    - c. Implementation of a Performance Improvement Plan (PIP) as recommended by the Judicial Review Committee.
- E. Board Members may appeal the recommendation given by the Judicial Review Committee to the Appellate Council within one (1) week. The appeal will be heard no later than ten (10) business days.
- i. During the Appellate Council meeting, the Judicial Review Committee Chair will first explain why the recommendation was presented. The Board Member shall then present their case for why the recommendation should be overturned.

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- ii. The Appellate Council, by majority vote, will determine if the recommendation is to be removed. If a majority vote is not received, the recommendation will remain in effect.
- 12. The EVP shall complete other duties as assigned by the ASCSUS President, the Board of Directors or these Operating Rules.
- 13. The EVP shall oversee all appointments to ASI Internal Committees and ensure that the appropriate Board Membership requirements are met.
- 14. The EVP shall manage/maintain all tabling and presentation requests/sign-ups in collaboration with the Associate Director.

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### C. VICE PRESIDENT OF FINANCE (VPF), DUTIES AND RESPONSIBILITIES

1. The VPF shall function as the Board's Chief Financial Officer (CFO).
2. The VPF in conjunction with the President shall appoint (pending Board approval) and oversee all financial councils. (See Internal Bureaus 400.1)
3. The VPF shall review all legislation of financial impact prior to Board review (including Working Board Meetings).
4. The VPF shall oversee the development and implementation of the annual ASCSUS budget.
5. The VPF shall report to the Board of Directors in his/her board report an update of the financial situation of the ASCSUS including:
  - a. Quarterly updates on the financial situation of ASCSUS internal programs.
  - b. Updates on DOC funds granted to clubs and organizations during each formal Board meeting.
  - c. Updates on the National Transportation Funds and National Championship Funds.
6. The VPF shall serve as primary liaison between financial literacy efforts and the ASCSUS Board – both on campus and off campus.
  - a. The VPF shall facilitate student engagement workshops, events, and resources related to financial wellness.
  - b. The VPF shall meet with the Financial Wellness Program Director or Assistant Director at least once per semester for the purpose of identifying potential resources for students.
7. The VPF shall complete other duties as assigned by the ASCSUS President, the Board of Directors or these Operating Rules.

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### **D. THE VICE PRESIDENT OF UNIVERSITY AFFAIRS (VPUA), DUTIES AND RESPONSIBILITIES**

1. The VPUA shall function as the Board's shared governance liaison.
2. The VPUA shall be responsible for coordinating student representation on all university committees, boards, and councils.
  - a. The VPUA is responsible for ensuring that each ASI student representative is empowered to sit on a committee and prepared for the task at hand. This includes providing current information about the said committee.
  - b. The VPUA is charged with the responsibility to orient each new committee member to the ASI Government Office, meeting with each student to explain ASI and prepare them for the year ahead.
  - c. The VPUA shall also be responsible for recruiting students to get involved with ASI including attending New and Transfer Student Orientations, in the summer and winter sessions (if applicable.)
  - d. The VPUA shall define the absence policy with regard to ASI representation on internal and university committees at the beginning of the academic year to be stated on the committee contract. The VPUA shall also monitor representatives' adherence to the policy and address any attendance concerns.
  - e. The VPUA shall hold an appreciation ceremony and semester forum with all the students appointed to committees. The semester forum shall take place in the Fall semester. The appreciation ceremony shall take place in the Spring semester.
3. The VPUA shall call for a committee report of all appointed committee members, in both internal and university positions, at the midpoint and end of the year. This should include the student's experiences on the committee, ideas for improvement, as well as reports about the committee's progress.
4. The VPUA shall serve as the liaison between University Committees and the Board of Directors.
5. The VPUA or designee shall serve as the ASI representative to the Union WELL, Inc. Board of Directors.
6. The VPUA or designee shall serve as the ASI representative to the Sexual Violence Awareness Team (SVAT.)
7. The VPUA shall meet with University Administrators that are charged with student safety, wellness and affairs once a semester so that they can successfully assess the needs of the students from the administrative standpoint. Administrators shall include:
  - a. Associate Vice President/Dean of Students, Student Engagement & Success
  - b. Vice President for Student Affairs
  - c. WEAVE Confidential Advocate
  - d. Associate Vice President of Student Health, Counseling, & Wellness Services
  - e. Vice President of Inclusive Excellence and University Diversity Officer
8. The VPUA shall interact closely with the Office of Governmental Affairs to stay informed about issues affecting the University on all levels.
  - a. The VPUA shall meet monthly with the CSSA Liaison in order to stay current on issues affecting the entire CSU system.
  - b. The VPUA shall attend one (1) CSSA plenary meeting a semester to stay apprised of California State University (CSU) Systemwide initiatives.

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9. VPUA, or designee, shall complete these or other duties as assigned by the ASCSUS President, the Board of Directors or these Operating Rules.

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### **E. THE VP OF ACADEMIC AFFAIRS (VPAA), DUTIES AND RESPONSIBILITIES**

1. The VPAA shall serve as the Board's representative overseeing academic matters along with University Administrators such as, but not limited to: retention, recruitment, enrollment, graduation, diversity, advising, and curriculum.
2. The VPAA shall be the official liaison between the ASCSUS Board of Directors, CSUS Division of Academic Affairs, and all academic enhancement, programs, committees, Boards, commissions, and individuals.
3. The VPAA shall serve as one of two student representatives on the WASC Senior College and University Commission steering committee and serve as the liaison to WASC if/when a campus reaccreditation visit is made.
4. The VPAA shall be responsible for aiding students in understanding the process of the Student Grievance Procedures, Students Rights and Responsibilities, the Grade Appeal Process outlined in the CSUS University Manual, and academic policies outlined in the Sacramento State PolicyStat library.
5. The VPAA shall present an Academic Affairs Report to the Board of Directors, at the last board meeting of the fall semester. This report will provide details on progress concerning student academic success and provide a plan for addressing ongoing academic challenges. The VPAA Report shall include:
6. A brief report on progress regarding academically related ASI strategic priorities, as well as other relevant projects and initiatives if any.
7. Present an advocacy plan to influence policy or institutional change to achieve relevant strategic priorities and overall student academic success.
8. The VPAA shall meet at least once per term with each ASI College Director and College Dean, Associate Dean, or Designee to discuss academic issues related to their respective College that may develop action plans, if needed, to advocate on academic related issues.
9. The VPAA shall meet at least once a semester with the following CSUS Administrators to discuss mutual academic issues that can be addressed by the ASI Board of Directors, Faculty Senate and CSUS Administration:
  - a. Provost/Vice President for Academic Affairs
  - b. Vice Provost for Student Academic Success
  - c. Vice Provost for Faculty Success
  - d. Vice President of Strategic Enrollment and Management
  - e. Associate Vice President of Student Retention & Academic Success
  - f. Assistant Vice President for Educational Equity Programs and Student Success
  - g. Executive Director of University Initiatives and Student Success
  - h. Chair of the Faculty Senate
  - i. Student Issues Coordinator, Academic Affairs/University Grade Appeal Manager
  - j. Director of Academic Advising
  - k. Assistant Vice President of International Programs and Global Engagement
  - l. Vice President of Inclusive Excellence
10. The VPAA shall attend at least one conference or CSU Academic Senate per year, which addresses academic issues relevant to CSUS.
  - a. Should the VPAA be unable to attend a conference or CSU Academic Senate, due to budgetary constraints, the VPAA will work closely with both ASI Executive Director and full-time staff to determine the most feasible timeline to attend.

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11. The VPAA or designee may sit as a member on the following Faculty Senate Standing Policy Committees; Academic Policies Committee, G.E./Graduation Policies Requirement Committee, Faculty Policies Committee, Curriculum Policies Committee, and Graduate Studies Policies Committee.
  - a. Should the VPAA decide not to sit on these committee (s), VPAA shall work in conjunction with the VPUA to appoint students to serve on these committees.
12. The VPAA, or designee shall sit as a member on the Campus Educational Equity Committee, Committee on Diversity and Equity, and Academic Information Technology Committee.
13. The VPAA must have regular meetings with appointed designees to discuss academic issues and to develop action plans, if needed to advocate on academic related issues. In addition, the VPAA shall incorporate updates and discussions from all the above listed committees into their monthly Board Report.
14. The VPAA shall sit as a member of and attend all Faculty Senate and Faculty Senate Executive Meetings and report back to the Board on pertinent issues that may require Board action.
15. The VPAA shall chair the Student Academic Senate, which shall meet at least twice a month.
16. The VPAA shall interview and recommend students to serve on the Grade Appeal Panel (GAP) and Procedural Advisory Council within the first four weeks of the semester. VPAA (or staff designee) shall forward recommendations to the Grade Appeal Manager.
17. The VPAA, in coordination with the Vice President of Finance and ASI Government staff, shall facilitate ASI's partnership with Capital Public Radio to support the Public Radio Experience (P.R.E.) Internship each academic semester by:
  - a. Establish the memorandum of understanding (MOU) between Capital Public Radio and ASI in consultation with the ASI Executive Director and General Manager/President of Capital Public Radio by no later than the end of the academic year the MOU expires and to be renewed every three years
  - b. Create the interview and selection committee
  - c. Participating in candidate interviews with Capital Public Radio staff, as able, to provide input on candidate selection
  - d. Conduct monthly one-on-ones with the selected intern
  - e. Coordinate an end of semester report to the ASI Board of Directors and the Capital Public Radio Board of Directors, in which the intern shares the impact of experiences during their P.R.E. internship
  - f. Provide ASI's shared financial contribution to support the P.R.E. Scholarship Award and reports the scholarship to Financial Aid Office
18. The VPAA, in coordination with campus partners within the Division of Academic Affairs, shall plan one 'Plan Your Registration' event during the academic term.

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### F. BOARD DIRECTORS, DUTIES AND RESPONSIBILITIES

1. Joint Council (Please See Section 200.1 G)
2. When referencing Directors, it is inclusive of all elected and appointed members of the Board, excluding Ex-Officio Directors and Advisors.
3. The Board of Directors shall function as the official representatives of their said representative body.
4. Directors are required to keep office hours. Four (4) hours in the office per week during the academic year will be the minimum, not including weekly Regular and Working Board meetings.
  - a. A schedule, phone number, and location of office hours will be filed with the Administrative Assistant to the Board no later than the second week of the academic semester. If a Director needs to revise their office hours for the semester, the Director shall notify the Executive Vice President and Administrative Assistant to the Board.
  - b. If a Director cannot make their office hours, the Director must notify the Executive Vice President and the Administrative Assistant to the Board.
  - c. If there is substantial reasoning to believe that a Director is not holding their office hours as posted, the Executive Vice President shall conduct a meeting with the Director to review the claims. If the Executive Vice President is the director in question, the Vice Chair shall conduct the meeting. If it is found that the Director has not been holding office hours, the EVP shall bring the matter forward to the Executive Committee. The Executive Committee may, by majority vote, determine an appropriate consequence for the Director and then recommend legislation to the Board.
5. Each Director shall be responsible for meeting with their College Dean or Associate Dean at least once a month excluding the summer and January to discuss issues of interest pertaining to their said representative body. If a Director chooses to meet with the Associate Dean, at least one (1) meeting per semester shall be held with their College Dean. The Director of Undeclared shall meet with the Dean of Undergraduate Studies at least twice, and the Director of Graduate Studies shall meet with the Dean of Graduate Studies.
  - a. Each College Director, with the exception of the Director of Business, Director of Undeclared Students, and Director of Graduate Studies, is required to CONTACT (email, phone call, visit office hours, etc.) all of the department chairs within their college each semester to gain a further understanding of the departmental issues that students are facing. All findings should be included in the monthly board report or put together in a separate correspondence sheet.
6. Every director must complete seven (7) presentations per semester in order to promote and enhance the Board of Directors' yearly Strategic Priorities as well as promote and share resources and information available through ASI and their respective colleges.
7. Directors must sit on at least one (1) of the ASCSUS Internal committees.
8. Each Director shall sit on at least two (2) University committees.
  - a. If a Director is in an intensive committee schedule, or cannot fulfill the required two (2) external committees, the EVP, in consultation with the ASCSUS Vice President of University Affairs may excuse a director from one (1) external committee, with approval by the Board.
9. Directors shall assist in recruiting students to serve on university committees.
10. Directors must attend all Board: strategic planning sessions, orientations and retreats, Board Meetings, Special Meetings, and Emergency Meetings.
11. Each Director will be required to attend at least ten (10) campus events per semester, which must include at least one (1) from each of the following:
  - a. An event hosted by the ASI Board or an ASI department;

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- b. An event hosted by the ASI Office of Governmental Affairs;
  - c. A university-wide event; and
  - d. An event hosted on behalf of their representative constituency.
12. Each Director will be responsible for maintaining and updating (at least twice a semester) their ASI bulletin board in their respective academic college. In addition, the Director of Undeclared Students and the Director of Graduate Students will place their information on each of the other Director's boards and are equally responsible for the maintenance and upkeep of their portion.
13. Directors shall prepare a final report highlighting their accomplishments in relationship to the strategic plan and any recommendations for changes or continued activities to the new Board. The final report should be submitted to the ASCSUS Executive Vice President prior to the end of the semester. This due date is to be determined by the Executive Vice President in consultation with the Associate Director. The document should be presented to the new Board during Orientation.
14. The Directors shall complete other duties as assigned by the ASCSUS President, the Board of Directors or these Operating Rules.
15. The Executive Committee shall review Board Members' compliance with the above policies upon the request of a fellow Board Member, an ASI Staff Member, or Student Constituent.

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## OPERATING RULES

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### **G. JOINT AND ADVISORY COUNCILS**

1. The purpose of Joint Councils is to serve as umbrella organizations for the students and clubs within their respective colleges. They provide a forum for networking and collaboration among the students for the purpose of organizing joint events, finding ways of enhancing student life, and advocating for the needs of the students within the college and university level. In addition, they also serve to strengthen students academically within the college by encouraging them to apply for scholarships and work collaboratively with the faculty, staff, or administration of their college.
2. Directors shall submit a written action plan to the ASCSUS Executive Vice President on the creation of a Joint Council within one month of entering office. If a Joint Council action plan anticipates the need for additional funding to conduct Joint Council business, the Joint Council may seek to charter themselves with Student Organizations & Leadership in order to qualify for Associated Students, Inc. Dollars for Organizations and Clubs (DOC) Funding. If the creation of the Joint Council does not seem plausible, the Director must submit a detailed explanation on why they will not be creating the Joint Council to the Executive Vice President, the Executive Vice President shall determine if the reasons presented by the Director are valid. If so, then the Director and Executive Vice President shall come up with an alternative to reaching the constituents of the Director's College, if equivalent to the work of a Joint Council. The Joint Councils may act as vessels for: the creation of legislation, the sharing of ideas and grievances, college issue advocacy, special projects, event planning, or other appropriate means of representation. The guidelines for Joint Councils shall be as follows:
  - a. The Joint Councils shall consist of at least four (4) student representatives. At least one of the representatives must be a student of the college who is not representing a club/organization.
  - b. The Joint Councils shall be responsible for at least one (1) meeting per month during the fall/spring semester, unless otherwise stated by these Operating Rules and/or the Joint Councils (JC) constitution.
  - c. A brief annotation of the Joint Council's minutes shall be included in the Director's Monthly Board report.
  - d. All Joint Council Meetings shall be publicly announced and open, and shall post agendas. The chair shall be responsible for the agenda, unless otherwise stated by these Operating Rules and/or JC constitution.
  - e. Meetings shall be conducted according to Robert's Rules of Order, Newly Revised.
  - f. A quorum shall consist of 50 percent plus 1 of the voting members.
  - g. The Director or Designee shall act as the chair of the Joint Council, unless otherwise stated by these Operating Rules and/or the JC constitution. In case the director is not able to be the chair per the Operating Rules or the JC constitution, the Director shall be a non-voting member.
  - h. The Director shall be required to attend all meetings of the Joint Council.
  - i. The Board structure may include: Chair, Vice-Chair, ASCSUS Recorder, and members at large (all voting members), unless otherwise stated by these Operating
  - j. Rules and/or the JC constitution. In case the JC chooses its own recorder, all minutes shall be forwarded to the ASCSUS Recorder.

### **A. Director of Engineering & Computer Science (ECS)**

- i. Director of ECS may be responsible for re-chartering the Engineering & Computer Science Joint Council (EJC) within the first month of office.
- ii. The director may hold at least one EJC meeting a month during Fall & Spring Semester.

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## OPERATING RULES

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- iii. The director may contact all the newly elected clubs/organizations of the College of Engineering and Computer Science within the first month of office.
- iv. The director shall meet with the Dean and Associate Dean of the College of Engineering and Computer Science within the first month of office.
- v. The director or designee shall recruit at least one representative from each college to serve as a representative to the Council.

### **B. Director of Natural Sciences and Mathematics (NSM)**

- i. The Director of NSM may re-charter the Natural Science and Mathematics Joint Council (NSMJC) within the first month of office.
- ii. The Director shall serve as the NSMJC Liaison to ASI and contact the current President of NSMJC within the first month of office to assist in holding one NSMJC Meeting each month during the Fall & Spring Semesters.
- iii. The Director may chair at least one NSM Joint Council meeting each month during the Fall and Spring semesters, which shall consist of the NSMJC President, Vice President, Treasurer, Secretary, and two students-at-large as voted upon by NSMJC in the previous semester.
- iv. In the event that one or more officers are not selected from the previous year, the Director shall recruit members for the College of NSM to serve as officers for NSMJC.
- v. The Director shall contact all the newly elected club/organizations of the College of Natural Sciences and Mathematics within the first month of office.

### **C. Director of Business (BUS)**

- I. Unless there is a class or ASI Board Meeting interference, The Director of Business shall host their kick-off event at Biz Fest in the fall semester by tabling and/or presenting ASI resources. Biz Fest is a great opportunity to interact with constituents and College of Business clubs. In the case that the Director of Business cannot attend Biz Fest and/or Biz Fling, they shall proceed with hosting a separate kick-off event. If Biz Fest falls after the kick-off deadline, an extension may be put in place with the event.
- II. In place of a joint council, The Director of Business must create or continue the maintenance of a Business Club Union. The Business Club Union will function as an internal ASI committee and consist of all the active College of Business Club Presidents (or designees.) The purpose will be to enhance the sense of community within the College of Business and for the Director of Business to be connected with their business student constituents.
- III. The Director of Business shall be onboarded as the student representative on the Business Advisory Committee (BAC), which provides input and assistance to the College of Business as it seeks to fulfill its mission.
- IV. The Director of Business may facilitate the Student Entrepreneurship Empowerment Development (SEED) Grant, following guidelines listed in Section 400.45 of the ASI operating rules..

### **D. Director of Health and Human Services (HHS)**

- i. The Director of HHS may re-charter the Health and Human Services Joint Council (HHSJC) within the first month of office.
- ii. The Director may serve as the HHSJC Chair.
- iii. The Director shall meet with the Dean and Associate Dean of Health and Human Services within the first month of office.
- iv. The Director may make contact with newly elected club officers and interested student representatives/leaders to serve as HHSJC officers and members.

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## OPERATING RULES

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- v. The Director may hold at least one HHSJC meeting a month during the Fall & Spring semesters.

### **E. Director of Education (EDU)**

- i. The Director of Education may re-charter the Joint Education Council (JEC) within the first month of office.
- ii. The Director may serve as JEC Chair.
- iii. The Director shall meet with the Dean and Associate Dean of Education within the first month of office.
- iv. The Director may make contact with newly elected club officers and interested student representatives/leaders to serve as JEC officers and members.
- v. The Director may hold at least one JEC meeting a month during Fall & Spring Semesters.
- vi. The purpose of the JEC will be to advocate for the College of Education and its clubs/programs.

### **F. Director of Arts and Letters (A&L)**

- i. The Director of A&L may be responsible for re-chartering the Arts and Letters Joint Council (ALJC) within the first month of office.
- ii. The Director shall serve as an overseeing officer to the committee who will ensure that the council maintains and upholds its constitution.
- iii. The Director may assist in advocating for at least one member for each department.
- iv. In the event that one or more officers are not selected from the previous year, the Director may recruit members from the College of Arts and Letters to serve as officers for the ALJC.
- v. The Director shall serve as the liaison between Associated Students and the Arts and Letters Joint Council.
- vi. The Director shall meet with the Dean and/or the Associate Dean of the College of Arts and Letters.

### **G. Director of Social Sciences and Interdisciplinary Studies (SSIS)**

- i. The Director of Social Sciences and Interdisciplinary Studies may re-charter the Social Sciences and Interdisciplinary Studies Joint Council (SSISJC) within the first month of office.
- ii. The Director may serve as SSISJC Chair.
- iii. The Director shall meet with the Dean and Associate Deans of Social Sciences and Interdisciplinary Studies within the first month of office.
- iv. The Director shall make contact with newly elected club officers and interested student representatives/leaders to serve as SSISJC officers and members.

### **H. Director of Discovery Pathways (D. PWY) – Formerly Director of Undeclared Students**

- i. The Director of Discovery Pathways may re-charter the Undeclared Students Council before the Student Organizations & Leadership (SO&L) club renewal deadline.
- ii. The Undeclared Student Council (USC) will meet to discuss ideas for events, plan/schedule/implement the events, and do so with the guidance of the advisors and other faculty/staff members of the University.
- iii. The Director may serve as Chair of the USC. Other officers will be elected through a vote from the council members. Council members will consist of students at large and appointed members of the university, as selected by the Director of Undeclared. All officer positions on the executive board of the USC must either be undeclared, a pre-major, or expressed interest major when elected.
- iv. The Director may serve as an overseeing officer to the council who will ensure that the council maintains and upholds its constitution.
- v. In the event that one or more officers are not selected from the previous year, the Director may recruit members from the student body to serve as officers for the USC.

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## OPERATING RULES

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- vi. The Director shall serve as the liaison between Associated Students, Inc. and the Undeclared Students Council.
- vii. The Director shall meet with the Academic Advising Center.

### **I. The Director of Graduate Studies (GRAD)**

- i. The Director of Graduate Studies may be responsible for maintaining the Graduate Student Advisory Council (GSAC).
- ii. The purpose of the GSAC is to represent university graduate students and serve as the student advisory group to the Dean of Graduate Studies and ASI Director of Graduate Studies.
- iii. The Director may re-charter the GSAC before the Student Organizations & Leadership (SO&L) club renewal deadline.
- iv. The Director may ensure the GSAC is comprised of at least four (4) graduate students.
- v. The Director may hold GSAC meetings to discuss relevant opportunities, policies, and other information pertaining to graduate students. These meetings shall be held at times convenient for graduate students (i.e., at night).
- vi. In April, with the assistance of the Dean, the Director may ensure each graduate academic department is contacted asking them to select one graduate student to represent their departments during the next academic year. The departments will have their own methods of appointing or electing GSAC representatives.
- vii. The Director and the Dean may hold an orientation session for the incoming GSAC representatives before the end of each spring term.

### **J. The Director of the Black Honors College**

- i. The Director of the Black Honors College (BHC) may be responsible for maintaining the BHC student council.
- ii. The purpose of the BHC Student Council is to gain and provide feedback to the Dean of the BHC and ASI Director of the Black Honors College.
- iii. The Director shall serve as the liaison between Associated Students and the BHC Council.
- iv. The Director shall meet with the Dean and/or the Associate Dean of the Black Honors College.

### **K. The Joint Council Kick-Off**

- I. The joint council kick-off fund shall exist to support the reinvigoration, operation, and outreach efforts of each ASI College, Undeclared, and Graduate Directors' joint council, club or council in the fall semester. Each ASI College, Undeclared, and Graduate Director will collaborate with their joint council, club or council to decide the best use of funds.
- II. Each joint council, club or council will be allocated \$250 each fall semester. The Kick-off budget must be submitted to the Vice President of Finance for approval by the first week of October. The monies must be utilized in the fall semester and may not be utilized in the spring semester except in extenuating uncontrollable circumstances such as campus closures, natural disasters, etc. deemed appropriate by both the President and Vice President of Finance. If deemed appropriate, the previously planned kick off must be held by week five (5) of the spring semester.
- III. Each joint council, club or council must collaborate with their ASI Director to find an appropriate use of the kick off funds. Once decided, the ASI Directors will coordinate with the ASI Vice President of Finance and the ASI Executive & Associate Director to pay for the goods or services being requested for

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## OPERATING RULES

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the kick off. Joint Council Kick-off events should last a minimum of two hours to ensure comprehensive engagement and discussions with the constituents.

- IV. The use of these funds is up to the discretion of the ASI Directors for their representative constituencies. The use of these funds must follow the same DOC funding guidelines as outlined in the ASI Operating Rules.

### **L. BOARD OF DIRECTORS' CONDUCT, PROTOCOL AND ACCOUNTABILITY**

1. If a Board Meeting, Working Board Meeting, or retreat is missed, a verbal and written excuse must be given to the Executive Vice President (or in the absence of the Executive Vice President, the President) within 72 hours prior to the meeting. Absent members will be charged an absence in accordance with the process outlines by ASI Bylaw VIII. The charged absence may be waived by the Executive Vice President or a 2/3 vote of the Board in the case of extenuating circumstances if 72-hour notice has been given. Extenuating circumstances include, but are not limited to: ill health, a serious family emergency, transport difficulties, bereavement, jury service, having to care for someone, or a hospital appointment. Board members are expected to reserve time to attend Board meetings; excuses of a less serious nature are not extenuating circumstances. The EVP may not waive his or her own absence.
  - a. The Executive Vice President will determine, pending Board approval by the fourth week of the fall semester, the definition of a late arrival, absence, and early departure, and the extenuating circumstances under which they may be waived.
  - b. Two recorded late arrivals or early departures shall be equivalent to one (1) absence.
2. Members of the Board shall conduct themselves in a professional manner at all times. If a Board Member is called out of order two times, in a given meeting, they may be asked by the Chair to leave the meeting. Should the Chair not ask the member to leave, another Board Member may request a vote of the Board for the said member to leave.
3. The ASCSUS Recorder (Associate Director) shall reflect in the minutes any Board Member who arrives to a meeting late or leaves a meeting prior to the official adjournment. If prior consent by the Chair has not been given, the late arrival/early departure shall be noted as an absence. An overall record of Board attendance shall be posted on the ASI website. The records of all roll call votes taken shall be recorded in the minutes.

### **M. RECOGNITION FOR SERVICE ON THE BOARD OF DIRECTORS**

1. ASI Board Members graduating during their term in office are eligible to receive a stole for commencement, granted free of charge as a recognition of their service towards students.
2. ASI Board Members who have completed one (1) semester in office at any point during their studies at California State University, Sacramento are also eligible to receive a stole for commencement. The stole will be granted free of charge as a recognition of their service towards students.

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### 200.2 NON-VOTING ADVISORY MEMBERS OF THE BOARD

- A. Advisory Members may be approved by the Board of Directors in accordance with the ASI Bylaws VIII.A. Advisory members are meant to provide additional information and perspective that enrich the Board's awareness and consideration of issues before them. Advisory members are expected to attend regularly scheduled meetings, special meetings, and the annual board retreat. Advisory members are required to submit written monthly reports. Advisory members do not have the privilege of initiating legislation or voting.
  
- B. The following representatives shall serve as Advisors to the Board of Directors as well as those already included in the Bylaws Section VIII.A.:
  - 1. ASI Executive Director (as prescribed by the ASI Bylaws)
  - 2. ASI Director of Finance and Administration (as prescribed by ASI Bylaws)
  - 3. California State Student Association (CSSA) Liaison
  - 4. Residence Hall Association Representative
  - 5. Division of Inclusive Excellence Representative
  - 6. Faculty Senate Representative (as prescribed by ASI Bylaws)
  - 7. Student Affairs Representative
  - 8. International Programs & International Engagement (IPGE) Representative

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## OPERATING RULES

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### 200.3 BOARD OF DIRECTOR APPOINTMENTS

- 1) A vacancy on the Board shall be declared if one of the following events occurs:
  - a. An elected candidate is deemed disqualified or ineligible to take office and there are no other eligible candidates to assume the vacant office, per ASI Election Code and ASI Bylaws.
  - b. A board member voluntarily resigns their position prior to the completion of their prescribed term in office.
  - c. A board member fails to meet eligibility to continue in office by the Spring Semester Late Registration and Schedule Adjustment Deadline, as identified in the University's Academic Calendar.
  - d. A board member is removed from office, per ASI Bylaws.
  
- 2) In the event of a vacancy on the Board, the following guidelines shall be utilized by the ASCSUS President to carry out ASCSUS Bylaws.
  
- 3) The ASCSUS President shall advertise for open Director and Board appointed ex-officio positions for not less than one (1) calendar week. Advertising shall begin within ten (10) days of official notification of a vacancy. If a position becomes vacant during the summer break, winter break, or during prep/finals week, the ASCSUS President shall determine the most effective means of advertisement of the vacant position.
  
- 4) The ASCSUS President shall advertise and form a search committee for the vacancy as follows:
  - a. The ASCSUS President must announce the formation of the vacancy search committee to the entirety of the ASI Board of Directors within ten (10) days of official notification of a vacancy
  - b. The ASCSUS President shall form a vacancy search committee for the vacancy composed of at least two (2) but no more than four (4) students
  - c. The committee must include one (1) elected board member, other than the ASCSUS President, and the Executive Director or designee
  - d. Board members may request to sit on the vacancy search committee prior to the beginning of the interview process, requiring the ASCSUS President's final approval
  - e. Remaining positions may be filled by Board members and/or students at large and/or ASI student assistants
  - f. The search committee shall be consistent for the entire appointment process
  
- 5) The ASCSUS President shall present all candidates' applications to the non-applying Board members a minimum of forty-eight (48) hours prior to the Working Board meeting via direct email.
  
- 6) The ASCSUS President shall submit a nomination for each vacancy to the Board no later than thirty (30) days from the commencement of advertising, unless it's during winter break, summer break, or during prep/finals week, the President, in conjunction with the Executive Director shall decide the appropriate

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## OPERATING RULES

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timeline. This nomination will be presented during the Working Board meeting, at which time, the nominated candidate may answer questions.

- a. If a qualified candidate is nominated for appointment, the Board shall then vote to appoint or decline the president's nomination.
  - b. If the nominee is appointed, they shall take their seat immediately.
  - c. If the nominee is rejected, they may not be recommended again for the same position, in the same academic year in which they are rejected. The ASCSUS President's options are as follows:
    - i. Recommend another qualified candidate
    - ii. Recommend that there is no qualified candidate
  - d. Upon this recommendation, the Board may, with a majority vote, require another member of the Board to search for a candidate.
    - i. Recommend re-advertisement of the vacancy
  - e. This recommendation shall only be made in the event that no qualified candidate applies for the position.
    - i. Neither the President, nor any other member of the Board, shall nominate a candidate who within the prior 12 months has:
      - Been removed from the ASI Board of Directors
      - Voluntarily resigned from the ASI Board of Directors, or
      - Did not take office once elected.
      - This section may be suspended by a 2/3 vote of the Board.
- 7) In the event that a position becomes vacant within 45 days from when the appointment was made by the Board, the ASI President will be allowed to revisit the applicant pool without the need for readvertisement of the vacancy and select the next most qualified candidate.
- 8) In the event a college director position becomes vacant seven (7) weeks prior to the end of the Spring semester, the position will remain vacant.
- i. The executive board will be responsible to ensure that the duties of the respective position are fulfilled.
  - ii. In the event the EVP position becomes open at any time, the ASI President will be provided with the ability to appoint an individual from the Board to the respective position.

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## OPERATING RULES

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### 200.4 BOARD OF DIRECTOR ASSISTANTS

- A. Officers may designate Director Assistants pending Board approval.
1. A Director desiring an official representative must submit a formal request in written form to the ASCSUS Executive Vice President for approval by the ASCSUS Executive Council. This authorization must include the name of the person who is to be the agent, the person's assignment, responsibilities, authority, and tenure.
  2. In cases of inter-organizational relationships, Director Assistantships may not be made in conflict with any applicable laws.
  3. Directors will be held directly responsible for the conduct of their appointed Assistants.

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## OPERATING RULES

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### 200.5 IMPROPER CONDUCT AND PROCEDURES

1. Any member who gives, promises, or offers any valuable inducement to any elected or appointed officer for the express purpose of improperly influencing or corrupting an officer in the performance of official duties shall be charged with an allegation of improper influence and subjected to proceedings before the Executive Committee.
  
2. Any elected or appointed officer of ASCSUS who has a financial interest in any proposal, bill, funding request or resolution that comes before the Board or any of its committees or subcommittees must not participate in the discussion or debate of the proposal and must not vote on the proposal. Officers who violate this rule shall be charged with an allegation of conflict of interest and be subjected to proceedings before the Executive Committee. **(Note policy and questionnaire below.)**
  
3. Any elected or appointed member of ASCSUS who fails to perform their duties as prescribed in the Operating Rules may be referred to the Executive Committee for review.

#### **Conflict of Interest Policy for Associated Students Board Members and Managers**

Associated Students is a California Nonprofit Public Benefit Corporation whose board members are elected to serve as the official governing body of the students of Sacramento State and to advance the welfare of Sacramento State students. The board members and management staff of the organization have a duty to conduct the affairs of Associated Students, Incorporated (ASI) in a manner consistent with such purposes and not to advance their personal interests. This conflict-of-interest policy is intended to permit the organization and its board members and managers to identify, evaluate, and address any real, potential, or apparent conflicts of interest that might, in fact or in appearance, call into question their duty of undivided loyalty to Associated Students.

#### **THE BASICS:**

##### **FULL DISCLOSURE.**

Board members and staff members in decision-making roles should make known their connections with groups doing business with the organization. This information should be provided at least once annually.

##### **BOARD MEMBER ABSTENTION FROM DISCUSSION AND VOTING.**

Board members who have an actual or potential conflict of interest shall not participate in discussions or vote on matters affecting transactions between the organization and the other group.

**TIMING OF DISCLOSURE:** All potential conflicts must be disclosed when they occur so that board members who are voting on a decision through the legislative process are aware that another member's interests are being affected.

##### **STAFF MEMBER ABSTENTION FROM DECISION-MAKING.**

Staff members who have an actual or potential conflict should not be involved in the decision-making process affecting such transactions.

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## OPERATING RULES

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### **1. Covered Persons**

This policy applies to ASI board members and managers. Each Covered Person shall be required to acknowledge, not less than annually, that they have read and are in compliance with this policy.

### **2. Covered Transactions**

- a. This policy applies to transactions between the ASI and a Covered Person, or between the ASI and another party with which a Covered Person has a significant relationship. A Covered Person is considered to have a significant relationship with another party if the other party is a family member, including a spouse, parent, sibling, child, stepchild, grandparent, grandchild, great-grandchild, in-law, or domestic partner;
- b. The other party is an entity in which the Covered Person has a material financial interest. This includes entities in which the Covered Person and all individuals or entities having significant
- c. Relationships with the Covered Person own, in the aggregate, more than 10 percent; or The Covered Person is an officer, director, trustee, partner, or employee of the other party.

A Covered Transaction also includes any other transaction in which there may be an actual or perceived conflict of interest, including any transaction in which the interests of a Covered Person may be seen as competing or at odds with the interests of ASI.

### **3. Disclosure, Refrain from Influence, and Recusal**

When a Covered Person becomes aware of a proposed Covered Transaction, they have a duty to take the following actions:

- a. Immediately disclose in writing the existence and circumstances of such Covered Transaction to the ASI Board or Executive Director;
- b. refrain from using their personal influence to encourage ASI to enter into the Covered Transaction;
- c. Physically excuse themselves from any discussions regarding the Covered Transaction except to answer questions, including board discussions and decisions on the subject.

In order to assist ASI in identifying potential Covered Transactions, each Covered Person annually shall complete a Conflict-of-Interest Questionnaire provided by ASI, and shall update such Questionnaire as necessary to reflect changes during the course of the year. Completed Questionnaires shall be available for inspection by any board member, the ASI Executive Director and may be reviewed by ASI legal counsel.

### **4. Standard for Approval of Covered Transactions**

Associated Students may enter into a Covered Transaction where a) such Transaction does not constitute an act of self-dealing, and b) the board determines, acting without the participation or influence of the Covered Person and based on comparable market data, that such transaction is fair and reasonable to ASI. The board shall document the basis for this determination in the minutes of the meeting at which the Covered Transaction is considered, and shall consult with ASI's legal counsel as necessary to ensure that the Transaction does not constitute an act of self-dealing.

### **5. Administration of Policy**

This policy shall be administered jointly by the Board and Executive Director, which shall be responsible for the following:

- a. Reviewing reports regarding the Conflict-of-Interest Questionnaires.
- b. Receiving disclosures of proposed Covered Transactions.
- c. Reviewing proposed Covered Transactions to determine whether they meet the above-described standard.

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- d. Maintaining minutes and such other documentation as may be necessary and appropriate to document its review of Covered Transactions.
- e. Reviewing the operation of this policy and making changes from time to time as it may deem appropriate.

**6. Failure to Comply with Policies and Procedures**

- a. Board of Directors who fail to comply with policies and procedures, as prescribed above, shall be charged with an allegation of conflict of interest and be subjected to proceedings before the Executive Committee. Consequence may include removal from office in accordance with ASI Bylaws.
- b. ASI Staff, who fail to comply with policies and procedures, as prescribed above, may have appropriate consequences applied by the Executive Director.

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**OPERATING RULES**

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Name: \_\_\_\_\_

Date: \_\_\_\_\_

**ASSOCIATED STUDENTS, INCORPORATED  
CALIFORNIA STATE UNIVERSITY SACRAMENTO**

Conflict-of-Interest Questionnaire

Associated Students, Incorporated (ASI) requires each board member and ASI manager annually 1) to review the ASI Conflict-of-Interest Policy (the “Policy”); 2) to disclose any possible personal, familial, or business relationship that reasonably could give rise to a conflict of interest or the appearance of a conflict of interest; and 3) to acknowledge by their signature that they are acting in accordance with the letter and spirit of such Policy.

The information provided on this form shall be available for inspection by members of the Board, the ASI Executive Director, and ASI’s legal counsel, but shall otherwise be held in confidence except when, after consultation with the applicable board member or ASI manager, the Board determines that ASI’s best interest would be served by disclosure.

Please respond to the following questions to the best of your knowledge.

1. Please list all corporations, partnerships, associations or other organizations of which you are an officers, director, trustee, partner, or employee, and describe your affiliation with such entity.
2. Please list all corporations, partnerships, or other entities in which you have a material financial interest as defined in the Policy.
3. Please list all business dealings that you, your family members, and/or entities listed in paragraphs 1 – 2 above have had with ASI in the past year.
4. Please list any proposed business dealings between ASI and you, your family members, and/or entities listed in paragraphs 1 – 2 above. Describe each such relationship listed and the actual and potential benefits as you can best estimate them.
5. Are you aware of any other relationships, arrangements, transactions, or matters which could create a conflict of interest or the appearance of conflict? If so, please describe.

I have received and read the Associated Students, Incorporated Conflict-of-Interest Policy. I am currently, and agree to remain, in compliance with the Policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## OPERATING RULES

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### 200.6 RECALL ELECTION PROCEDURES

1. A recall shall be defined as the procedure by which an elected member of the ASI Board of Directors may be removed from office by popular vote.
2. Procedures for a recall election shall be compatible with provisions of the ASI Elections Code, the ASCSUS BYLAWS and the guidelines outlined in the following:

#### Qualifying Valid Language

- i. Recalls may be placed on the ballot by any student that has qualified the recall by gathering student signatures of at least five (5) percent of the membership unit which elected a Director, calling for the removal of said Director.
3. A separate petition must be registered and qualified for each Director being recalled.
4. In the case of a student petition for recall, the student(s) desiring to place the recall language on the ballot must first register the specific recall ballot language. This registration is done with the Vice President for Student Affairs Office ten (10) academic days prior to the gathering of signatures. The Office of the Vice President for Student Affairs will notify the student of the recall language qualification within ten (10) academic days of registration.
5. Recall ballot language must include the specific name and office held of the elected official being recalled.
6. The entirety of the recall ballot language must be written clearly at the top of every page of the petition to ensure every student can clearly understand the ballot language they are signing to support.

#### Qualifying Petition Signatures

- i. Each signature received must include the student's name in legible print, the student's signature, and the student's Sacramento State identification number.
  - ii. Each signature must be verified as a current CSUS student and the student must have been eligible to vote in the most recent general election.
7. Recall Election
  - a. Per ASCSUS BYLAWS once a petition to recall has been registered and qualified a referendum shall be held within thirty-five days.
  - b. Each qualified petition for recall shall appear as a separate referendum on the recall ballot.
  - c. The office of said Director shall be vacated if a majority of those voting in favor of removal and if the total number of votes cast in favor of removal is equal to or greater than the number of votes which elected the Director.
  - d. In the event the Director was appointed to their office, the office will then be vacated if a majority of those voting in favor of removal; and if the total number of votes cast in favor of removal is equal to or greater than half of the total votes cast for that position in the most recent general election.
  - e. In the event of a successful recall election, the Director vacancy shall be filled in accordance with the procedures set forth in the ASCSUS BYLAWS.

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## OPERATING RULES

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### 200.7 BOARD OF DIRECTORS SCHOLARSHIP

#### A. Scholarship Criteria

Members of the Board of Directors as defined in ASI Bylaws, Elected Directors, shall receive Board of Directors Scholarships:

- i. ASI President
- ii. ASI Executive Vice President
- iii. ASI Vice President of Finance
- iv. ASI Vice President of University Affairs
- v. ASI Vice President of Academic Affairs
- vi. Directors of each College, Discovery Pathways, Graduate Studies and Black Honors College.

B. Members must meet all Director requirements to hold office as prescribed in ASI Bylaw Qualifications, to be eligible for Board of Directors Scholarship.

C. A Board Member may not be employed in any Associated Students, Inc. (ASI) operated program. A Director in this situation must terminate ASI employment or resign their seat on the Board. Board Members may continue employment as student assistants in non-director or coordinator positions in Instructionally Related Activities funded programs, ASI external grant funded programs, or the State Hornet. However, they must inform the Board of Directors of their positions, declare their affiliation on their Conflict-of-Interest form, and abstain from voting on legislation that impacts the program that employs them. They may not be authorized to sign any personnel or check requests that are processed by ASI.

D. The purpose of the Board of Director Scholarships is to support Board Members in funding tuition and fees, food, housing, books and supplies, transportation, and personal expenses while in attendance at Sacramento State, and must attest that the funding will be utilized in this manner. A Board Member may decline receipt of the scholarship funds if no financial need exists to support their schooling expenses as outlined in the scholarship letter.

#### E. Scholarship Award

- a) Scholarships will be awarded per semester (fall and spring) based on a percentage of the estimated cost of attendance for living off campus as published by the Sacramento State Financial Aid Office. Any Board member who is paying graduate student fees will have their cost of attendance adjusted to include this differential. Adjustments to the cost of attendance that are put into effect after the approval of the ASI annual budget will not be considered until the following fiscal year. Each scholarship amount is rounded to the nearest dollar. The percentage of the “estimated cost of attendance” shall be awarded in the following amounts:
  - i. ASI President -70%
  - ii. ASI Executive Vice President, ASI Vice President of Finance, ASI Vice Presidents of University Affairs and Academic Affairs - 60%
  - iii. Directors of each College, Discovery Pathways, Graduate Students and Black Honors College - 35%

F. Scholarships will be administered through the ASI Business Office in the following manner:

- i. The Board Scholarship shall not be disbursed any earlier than one week prior to the onset of the fall semester and spring semester respectively.
- ii. Board Scholarship awards will be reported to the Sacramento State Financial Aid Office by the ASI Executive Director in compliance with Education Code Section 89392 of the *CSU Auxiliary*

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*Organizations Compilation of Policies and Procedures* which stipulates: “Student body funds used for scholarships, grants-in-aid, stipends, loans, and similar expenditures shall conform to the regulations of the Trustees. The funds shall be approved by the Financial Aids Office before expended and shall be reflected on the student’s record kept in that office. The student’s financial aid record shall include all funds received by the student.”

- G. The Scholarship shall be allocated in equal amounts; 50% each semester (semester amount will be split into two (2) disbursements).
1. The Board Scholarship shall be disbursed 50% of the semester scholarship amount approximately one week prior to the onset of each semester; then within one (1) week after census for the balance.
  2. In the event of resignation or removal from office, the Board member is no longer eligible for further Board Scholarship monies in that semester and/or Academic Year.
  3. The ASI Director of Finance shall prepare an annual statement of scholarship earnings for the calendar year for each board member.
  4. The ASI Executive Director and/or Associate Director shall assist each Board Member with a review of their scholarship award and their consultation with a Sacramento State Financial Aid officer, if needed.
- H. Board of Directors Scholarship Review Committee
1. Every other year, in the Fall Semester, the ASI Executive Director shall convene the Board of Directors Scholarship Review Committee.
  2. Membership of the Board of Directors Scholarship Review Committee shall be composed of the following members:
    - i. Two members of the current Board of Directors who are not running for re-election recommended by the ASI President and approved by the Board of Directors
    - ii. Three students-at-large recommended by the ASI Vice President for University Affairs and approved by the Board of Directors
    - iii. One member of the ASI Finance & Budget Committee recommended by the ASI President and Vice President of Finance and approved by the Board of Directors. If either or both member(s) intends to seek re-election, the member(s) next in line of succession, per ASI Bylaws, shall make the recommendation.
    - iv. ASI Executive Director
    - v. ASI Director of Finance
    - vi. Sacramento State Director of Financial Aid or designee
    - vii. The Committee shall report to the ASI Board of Directors their findings and recommendations for any change in the scholarship criteria and method or percentage level of Board Scholarship prior to the presentation of the following year’s ASI budget to the Board of Directors.
- I. Any changes shall be voted by the Board of Directors; approved changes will take effect the next fiscal year.

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### **300.1 LEGISLATIVE SESSION OF THE BOARD OF DIRECTORS**

The normal manner in which the Board shall conduct business is the Legislative Session. Legislation shall be considered and enacted through this two-week process. A draft of proposed legislation will be presented for consideration at the Working Board Meeting. The Board shall take action on the proposed legislation at the Regular Board Meeting.

A. A draft proposal of legislation: Legislation that is to be presented at the Working Board Meeting must contain accurate information to be considered before the next Regular Board Meeting. At minimum the draft proposal of legislation must include a description under the following categories: the purpose, the recommendation, the impact of legislation, and (if any) the financial impact. The description should fully outline the intended purpose of the legislation leaving those in attendance well informed and prepared so that they may provide feedback. The overall intent of the legislation needs to be provided but the details may still be edited until 12:00 PM, a day before voting at the Board Meeting.

B. The Executive Vice President shall review all proposed items on the agenda for approval of appropriate content as outlined in 300.1 A. While consulting with the Associate Director, the Executive Vice President shall approve or deny any item submitted that does not fully describe items listed in 300.1 A. to be on the agenda for the Working Board meeting / Board meeting.

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### 300.11 REGULAR MEETINGS AND AGENDAS

- A. Regular Board of Director Meetings will convene on alternating Wednesdays at 2 pm.
- B. The regular order of business shall be:
- i. Call to order
  - ii. Land Acknowledgement - Associated Students Inc. at Sacramento State acknowledges, with respect, the land our campus is on today was, and continues to be, the homelands of the Indigenous people of this area, the Nissim-Pawenan, Nisenan, and Miwok. The larger Sacramento area and its rivers serve as a gathering place for many local tribes from the surrounding valley and foothills including the Southern Maidu, Patwin, and Wintun. Associated Students Inc. at Sacramento State recognizes these lands and riverways as unceded traditional territories of these Native peoples. We further recognize these California Native nations and respect their sovereignty. By offering this land acknowledgement, we affirm a commitment to build relationships and foster a university environment of success to better serve Native nations and communities.
  - iii.
    - Pronunciation:
      - Maidu (Mai-dew)
      - Nisenan (Nish-n-non)
      - Nissim-Pawenan (Nis-sim Pah-we-nan)
      - Patwin (Pat-ween)
      - Miwok (Me-wuk)
      - Wintun (Win-tun)
  - iv. Pledge of Allegiance
  - v. Moment of Silence
  - vi. Roll Call
  - vii. Approval of Any Unapproved Minutes
  - viii. Public Comment - Members of the audience may address the Board on any item within the jurisdiction of the Board or any agenda item. If you wish to address the Board, please sign the speaker identification sheet. When you are called upon to speak, step forward to the podium and state your name and major clearly for the record. Comments are limited to three minutes, and the overall time for public comment is limited to 15 minutes, unless extended by the Board. Those wishing to speak on non-agenda items will be called upon at the beginning of the meeting. Those wishing to speak for or against an agenda item will be called upon after the item has been officially introduced to the Board. Every agenda item will be open for public comment before the Board takes formal action on the item. All items of legislation will be preceded by an opportunity for public input. Time of input will be at the discretion of the Chair.
  - ix. Special Presentations
  - x. Consent Calendar
  - xi. Unfinished Business
  - xii. New Business—Detailed information regarding the content of the legislation below can be accessed through the Legislative Author, the staff of the ASI Government Office, or any Board member. Please do not hesitate to seek more information on any issue.
  - xiii. Board Reports
  - xiv. Announcements
  - xv. Adjournment

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- C. Creation of the Agenda: New legislation is presented to the Board for consideration by submitting it into the legislative database prior to the next Working Board Meeting. Board support staff organizes a draft agenda, which is then, approved by the Executive Vice President. All items listed on the agenda shall include a brief explanation and name of the Director(s) authoring and co-sponsoring the request or proposal.
- i. Board Reports: All Board members are required to present itemized written reports once monthly. At the beginning of each semester, the Executive Vice President will set the schedule for when reports are due. The Chair shall make this schedule available to the Board members at least 7 days prior to the first Board Meeting.
  - ii. Open Forums: The Board is required to call for public comment at the opening of any legislation with an expense over 25% of the ASI departmental budget expense line or \$25,000, whichever is greater, not previously approved in the ASI Annual Budget.
  - iii. Closed Session: The Board may hold closed session as necessary under the regulations of the Education Code Section 89307.
  - iv. Items discussed in Closed Session must be noted with a brief general description on the publicly posted agenda. The agenda shall state the provision of applicable open meeting law that authorizes the Closed Session.
  - v. The Executive Director or Legal Counsel can present Closed Session items.
  - vi. Closed Session may be held only under the following circumstances (See Education Code, Section 89307.)
    - a. To confer with a negotiator prior to the purchase, sale, exchange, or lease of real estate by or for ASCSUS regarding the price and terms of payment for the purchase, sale, exchange, or lease.
    - b. To confer with Legal Counsel regarding pending litigation.
    - c. To discuss the employment or performance of an ASCSUS employee.
    - d. Other matters, as specifically authorized by Education Code, Section 89307.

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**300.12 WORKING BOARD MEETINGS**

- A.** All legislation considered by the Board must be presented for a first reading at Working Board Meetings, except as provided for in Section 300.2 and 300.3.B.
- B.** All Working Board Meetings shall follow applicable laws and, except as noted below, shall follow the rules for regular Board Meetings. (See Section 300.11).

  - i. Will be held on alternating Wednesdays at 2:00 pm.
  - ii. All agendas shall be posted with all topics of discussion as is specified.
  - iii. The Executive Vice President shall serve as facilitator. They shall not be excluded from the discussion. The Executive Vice President shall set time limits for discussion on each item.
  - iv. Working Board Meetings are for discussion only. Accordingly, there shall be no binding votes taken or any decisions made.
  - v. As no decisions are to be made, the quorum shall consist of those members present.
  - vi. Working Board Meetings are mandatory and will count against the number of meetings a Board member may miss.
- C.** The agenda shall be formulated as follows:

  - i. Call to Order
  - ii. Roll Call
  - iii. Public Comment
  - iv. Special Presentations
  - v. Committee Reports
  - vi. Agenda Review for next regular Board Meeting
  - vii. Announcements
  - viii. Adjournment
- D.** Committee Reports: ASI Internal and Financial Committee Chairs are required to submit reports once a month. At the beginning of each semester, the Executive Vice President will set the schedule for when reports are due. The overseeing Executive Officer of each committee is responsible for ensuring that reports are turned in.

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### 300.2 SPECIAL MEETINGS

#### A. Limitations and Rules

1. Special meetings may be called by the Executive Vice President or a majority vote of the Board of Directors. Notifications for a special meeting must be given in written form to all members of the Board and as otherwise provided by law; this may also include campus newspaper and radio and all Associated Students Incorporated public web forums. See the California Education Code, Section 89306.5.
2. Written notice shall specify the time and place of the meeting and the agenda for the special meeting shall be posted in a freely accessible location to member of the public (See section 300.2 subsection 1) at least twenty-four (24) hours prior to the meeting. The agenda shall be posted with all items to be considered as is specified in 300.1. No other items shall be considered. All persons shall be free to observe the meeting in accordance with regular meeting standards (see section 300.1B)
3. All rules which apply to regular Board Meetings (See Section 300.1) also apply to special Board Meetings, except as provided for by California Education Code, Section 89306.5.
4. Legislation considered at the Special Meeting may, but is not required to, have a first reading at a Working Board Meeting.
5. In the event of university guidance or a campus shutdown, the Board shall hold its regular, special or emergency meetings via teleconference.

#### B. Emergency Meetings

1. In serious cases where Board action needs to be taken within 24 hours, the Executive Vice President or a two-thirds (2/3 vote of the entire membership of the Board may call an emergency meeting under the regulations of Education Code, Section 89306.5.
2. An Emergency Meeting is essentially a Special Meeting which waives the posting time requirement; all Emergency Meetings shall follow the rules of the Regular and Special Board meetings (see Section 300.11 and 300.2.A) except as specified below:
  - a. An Emergency Meeting may be held only under the following circumstances (See Education Code, Section 89306.5):
  - b. Work stoppage or other activity that severely impairs public health, safety, or both;
  - c. Crippling disaster that severely impairs public health, safety, or both.
  - d. Any other situation deemed necessary to protect the integrity, security, or financial stability of ASCSUS and all of it members;
  - e. Other circumstances as specifically authorized by Education Code Section 89306.5.
  - f. Legislation considered at the Emergency Meeting may, but is not required to, have a first reading at a Working Board Meeting.

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### 300.3 LEGISLATION

- A.** All legislation submitted to the Board shall take the following format:
- i. Date: (Date of Regular Board Meeting Legislation will be voted on)
  - ii. Author:
  - iii. Subject: (What is this about?)
  - iv. Legislation No:
  - v. PURPOSE/HISTORY (Give the Board a clear understanding of the background of the issue. Why does this need to be addressed?)
  - vi. RECOMMENDATION (State the recommended action. Is there any required implementation that has to take place?)
  - vii. DISCUSSION/SUPPORT (Who supports this piece of legislation? Who will be affected if it is adopted/rejected? What should be taken into consideration when reviewing this legislation? If this legislation includes appointments, Operating Rules or Bylaw changes, or a resolution; include them here.)
  - viii. FINANCIAL IMPACT (How much money will this cost? Where will the money come from? Provide a budget if there are multiple expenses.)
  - ix. IMPACT OF LEGISLATION (What will happen if this legislation is adopted? What will happen if this legislation is rejected? What changes will be made to current policy or procedure?)
- B.** Emergency legislation: Emergency legislation is defined as business too urgent to wait upon the normal legislative session. Emergency legislation is not required to have a first reading at a Working Board Meeting or appear on the publicly posted agenda if it is proposed subsequent to the agenda's posting.
1. The Board shall accept emergency legislation for consideration with a two-thirds (2/3) vote of the voting members present. Emergency legislation must qualify for one or more of the following:
    - a. Determination at the meeting by the Board that an emergency situation exists.
    - b. Any other legislation deemed too urgent to wait upon regular order of operations, provided that the need for action came to the attention of the author subsequent to the posting of the agenda.
  2. The Board member or committee presenting the emergency legislation shall attach a memo to the legislation detailing why the proposed legislation is an emergency. It should also detail how it will be detrimental to the organization to hear the proposed legislation at a later date.
    - a. Failure for a Board member or a committee to turn in legislation on time is not a valid reason to accept the proposed legislation as emergency legislation.
    - b. The Board shall adopt emergency legislation by a two-thirds (2/3) vote.
  3. The authors of legislation shall be required to update their legislation outlining any substantive changes that are made to their legislation after the first introduction at a Working Board Meeting on the legislative database with those exact changes at least 24 hours before the regular board meeting, in which the legislation will be voted.

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### 300.4 BOARD INDUCTION AND ORIENTATION

The ASI Executive Vice President shall work in conjunction with the ASI Executive Director, Executive & Associate Director to plan and implement the Board of Directors' induction and orientation.

1. Board of Directors' Transition Event
  - a. In accordance with ASI Bylaws, Directors "shall serve one-year terms beginning with the transition event which shall be no less than seven (7) nor more than ten (10) calendar days after the university's official date that Spring Semester grades are due." The individuals declared by the Agency as elected in the annual General Election conducted during that same academic year shall assume the offices of the ASI Executive Officers or Directors of the ASI Board if the individual has met the prescribed eligibility requirements to take office and has not been disqualified (ASI Bylaws)
  - b. Outgoing Board members will present their Board Transition Report to their respective incoming member by the time they check out.
2. Oath of Office
  - a. The Oath shall be administered by the previous year's President to the incoming President. If the previous year's President is unavailable, the Oath shall be administered in appropriate order of succession. Once sworn in, the President shall administer the oath to the incoming Board of Directors, as they see fit in accordance with appropriate timing.
  - b. If the incumbent ASI President is also the incoming President, they shall be sworn in by the Executive Director.
3. Board Orientation
  - a. The Board of Director's orientation shall be a full program of information and conversation designed to orient all elected Board Members to prepare them to fulfill their role and responsibilities within Associated Students and the campus community.
4. Policies
  - a. Board orientation shall be held following the ASCSUS Transition Event. The orientation shall be mandatory for all new ASCSUS Board members.
    - i. Any Member who is not in attendance shall be provided one opportunity for a make-up with the highest-ranking board member who was in attendance. After such time, appropriate action to be taken shall be decided by a two-thirds (2/3) vote of the Board of Directors.
5. Objectives of orientation are:
  - a. To familiarize the Board of Directors with the administrative organization of ASCSUS.
  - b. To familiarize the Board of Directors with the procedural rules, applicable laws, and long-term directional goals of ASCSUS.
  - c. To familiarize the Board of Directors with the: tasks, rules, procedures, authorities, and the responsibilities specific to their office.

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- d. To familiarize the Board of Directors with matters of current interest to the University community and ASCSUS.
  - e. To familiarize the Board of Directors with their financial responsibilities and liabilities.
  - f. To acquaint the Board of Directors with each other and to develop communication among themselves so that they can work together effectively and productively.
  - g. To transition incoming Board Members through: experiential education, issue discussion, and strategic planning.
  - h. To discuss pertinent topics of the upcoming term including goals and projects for each office
6. Required Information for Board Members
- a. The current and previous year budgets broken down by department
  - b. A contact list of all members
  - c. The previous semester's strategic goals
  - d. ASCSUS's legislation guidelines
  - e. ASCSUS's organizational charts-including Executive Director's Contract/Job Description and Officeholder's Duties

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### **300.5 BOARD RETREAT**

- A.** The ASI Executive Vice President shall work in conjunction with the ASI Executive Director, Associate Director, and Administrative Assistant to plan and implement the Board of Directors' Retreat(s).
- B. Purpose**
  - i. Board Retreat shall include the full Board of Directors, ASI Executive Director and leadership support staff to provide opportunity to review, plan, and evaluate the Board's strategic priorities and objectives for the year.
- C. Policies**
  - i. Board Retreat shall be held twice a year, once prior to the onset of Fall Semester and once during the Winter Intersession.
  - ii. All ASCSUS Board members must attend the Retreat.
- D. Objectives of the retreat are:**
  - i. To discuss matters of current interest to the University community and ASCSUS.
  - ii. To discuss the organization's strategic plan and other source documents.
  - iii. To develop the Board of Directors' strategic objectives and action plan for their term in office.
  - iv. To develop communication among Board of Directors so that they can work together effectively and productively.
  - v. To plan a working calendar of ASCSUS to be posted in the ASI Government Office.
  - vi. To evaluate performance of the Board and review progress on the Board's strategic objectives at the mid-year retreat.
  - vii. To familiarize Board members with each other to increase ability to discuss issues with each other in a comfortable manner.

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### 300.6 BOARD DEVELOPMENT

- A. The ASI Executive Vice President shall work in conjunction with the ASI Executive Director to plan and implement additional workshops, presentations and/or experiences that will enhance the Board's ability to fulfill their roles and responsibilities.
- B. One Safe Zone training and one Dreamer Ally training shall be scheduled and/or shall be chosen from a pre-established time and date in August prior to the beginning of the fall semester for all of the ASI Board of Directors to attend.
  - I. The August Safe Zone training and Dreamer Ally training shall be planned no later than June.
  - II. If no training date is possible, the ASI Executive Vice President must schedule a Safe Zone training and Dreamer Ally training for the fall semester.
- C. Topics for Board development will be identified during the Board of Directors' summer Retreat.
- D. The presentation of information and/or activities may be incorporated into Board orientation(s), retreat(s), or special training sessions.
- E. Topics may include, but are not limited to:
  - Introduction to Roles and Responsibilities
  - Introduction to Entities & Documents that Govern the Board
  - Understanding Fiduciary Responsibility & Conflict of Interest
  - Introduction to ASI's Organizational Structure
  - Introduction to CSU, CSSA and CSUS Structures
  - Establishing Relationships with the University
  - Introduction to Parliamentary Procedure
  - Gloria Romero Act
  - Understanding the Legislative Process & Writing Legislation
  - Strategic Planning Process & Setting Board's Annual Strategic Objectives
  - ASI Annual Budget
  - Board Travel & Business Reimbursement Policies & Procedures
  - Ethical Leadership
  - Leadership Style (s)
  - Public Image & Media
  - Establishing Group Norms & Expectations
  - Conflict Resolution

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### 400.1 INTERNAL COMMITTEES & WORK TEAMS

- A. The standing councils under the direction of the ASCSUS Vice President of Finance are:
  - i. Finance and Budget Committee (400.2)
  - ii. Audit Committee (400.10)
  - iii. ASI Scholarship Committee (400.11)
- B. The standing advisory committees under the direction of the ASCSUS Executive Vice President are:
  - i. Internal Affairs Committee (400.5)
  - ii. Student Marketing & Outreach Committee (400.6) – Subject to committee activation
  - iii. The Green Team (400.8) – Subject to committee activation
  - iv. Student Social Justice and Equity Council (400.9)
  - v. Executive Officer Committee (400.7)
  - vi. ASI Memorial Scholarship Committee (400.14)
  - vii. ASI Greek Life Committee (400.10)
  - viii. ASI International Students Committee (400.11)
- C. The standing advisory council under the direction of the ASCSUS Office of Governmental Affairs are:
  - i. Lobby Corps (400.12)
  - ii. City Ambassadors (400.19)
- D. The standing advisory councils under the direction of the ASCSUS Vice President of Academic Affairs is:
  - i. Student Academic Senate (400.15)
- E. The standing advisory council under the direction of the ASCSUS Vice President of University Affairs are:
  - i. Wellness, Safety & Sexual Assault Committee (SWSC) (400.16)
- F. The standing advisory council under the direction of the ASCSUS Director of Business are:
  - a. Business Club Union (BUS Joint Council) (400.17)
- G. Each Executive Officer who oversees an Internal Council, Committee, Work Team, or Commission shall evaluate the performance of their said bureau and present it to the Board of Directors at the end of each semester in order to meet the requirements of a full Board report.
- H. **BUSINESS CLUB UNION (BUS Joint Council)**
  - a. Membership
    - i. Regular Members
      - 1. ASCSUS Director of Business (BUS) (CHAIR)
      - 2. Representatives from at least 60% of all Student Organizations & Leadership (SO&L) recognized College of Business clubs
    - b. Duties and Responsibilities
      - i. The Committee Chair shall be responsible for familiarizing all members of the ASI resources and services relevant to clubs and student leaders (e.g. DOC funding, travel grants, Cash for Clubs, etc.) to support student organizations.
      - ii. The committee shall meet at least twice per semester.
- I. Guidelines for Councils, Committees, Work Teams, and Commissions:
  - i. Term of office shall expire on May 31st.
- J. Any legislation that may have a financial impact on ASCSUS must be referred to the Finance and Budget Committee for review and recommendation prior to Board action.
- K. All legislation referred to an Internal Committee & Work Team shall be dealt with prior to the subsequent Board of Directors meeting, unless time is specified by the Board of Directors.

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- L. If any Bureau should submit legislation to the Board of Directors, it should go through the overseeing Executive Officer. Although the Officer will be listed as legislative sponsor for agenda purposes, the Committee or Work Team itself will author their own legislation.
  - i. Meeting Procedures
  - ii. All Committees & Work Teams shall meet a minimum of twice a month during the fall and spring semester, unless otherwise stated in these rules, and further as deemed necessary.
  - iii. A quorum shall consist of 50 percent plus 1 of the voting members.

### 400.2 FINANCE AND BUDGET COMMITTEE (F&B)

#### A. Membership

- 1. Voting Members
  - i. Vice President of Finance or designee (chair)
  - ii. One (1) non-Executive Board Member Appointed by the Vice President of Finance.
  - iii. Minimum of six students
  - iv. Executive Vice President (or designee)
  - v. University CFO Designee to the Board of Directors
- 2. Non-Voting Members
  - i. ASCSUS Executive Officers or designees
  - ii. Executive Director
  - iii. Director of Finance
  - iv. Associate Director
- 3. Duties and Responsibilities
  - i. Shall receive and review program proposals that financially impact Associated Students.
  - ii. Shall keep in contact with all contracts and grant programs of the Associated Students.
  - iii. Shall hear, decide and recommend to the Board the annual Associated Students budget.
  - iv. Shall hear, review and recommend all changes to the budget.
  - v. Shall review the Student Employment Grant application budget parameters, proposed budgets for Operating Programs and Student Programs prior to assembling the budget.
  - vi. Members shall lose voting privilege if the member has two unexcused absences for regularly scheduled meetings. If there is an occasion where a member is to miss a meeting, they shall notify the Vice President of Finance prior to the meeting. The Vice President of Finance shall determine whether or not the absence is excused or unexcused, and shall notify the Finance and Budget Committee at their next regularly scheduled meeting. The Vice President of Finance must also inform the Board of any unexcused absences in their Board report. Any members that lose their voting privilege will immediately become ex-officio members to the Finance and Budget Committee.

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### **B. Finance and Budget Operating Principles**

#### **1. Conduct of Meetings**

- i. Meetings shall be conducted in accordance with the then current edition of Robert's Rules of Order.
- ii. Each member shall have one (1) vote, which shall not be cast by proxy, except that the chair shall only vote in the event of a tie.
- iii. All actions taken by the Committee shall be by majority vote of those present and voting except as herein specified.

#### **2. The Vice President of Finance (Chair) shall not make any decisions regarding approval of funding without the supporting majority vote of the Committee.**

- i. Votes shall be made by at least a quorum of the full Committee.
- ii. Votes shall be recorded and printed in the minutes.

#### **3. At a minimum, the following Budgeting Policies will be included:**

- i. Reasonable attempts will be made to maintain the Spirit of student referenda;
- ii. A sufficient contingency should be budgeted;
- iii. ASCSUS Corporate responsibilities and good standing requirements will be met in the development of budget allocations.

### **C. Timeline for the Student Employment Grant**

- i. The timeline will define a process that allows a minimum of four (4) weeks for University Divisions to complete the Student Employment Grant Application from the time the application is made available. The process should specify how the availability of the application will be advertised. The timeline should be designed so that the Committee's Budget and ASI Student Employment Grant allocation recommendation can be presented to the Board of Directors for their approval no later than April 15.

### **D. The ASI Student Employment Grant should include requests for the following information as a minimum:**

- i. A detailed line item of the classification of student assistants at a specific hourly rate and the total funds requested from Associated Students, Inc. (ASI).

### **E. The Application Process**

- i. In accordance with the 1994 Student Referendum designating the funding, the Division Vice Presidents (or designees) from the Division of Student Affairs, Division of Academic Affairs and Division of Inclusive Excellence are invited to apply for the ASI Student Employment Grant for funding for student positions from the student employment grant.
- ii. In the application, each division will provide the program/department, the number of student employees, wage, hours per week and the number of weeks of students desired in the application form.
- iii. Each Division commits to filing an End of the Year Report that details at least three efforts made to support and promote ASI to the student body, including one effort to promote the ASI Student Government Elections.

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## OPERATING RULES

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- iv. Applications that are not submitted by the deadline as set by the timeline of the annual Student Employment grant will be subjected to a 25% deduction of their funding from their allocation. In addition, applicants that have not submitted their final year-end report by the deadline will receive a 25% deduction of their funding. Any changes to this policy will be at the discretion of the current voting members of the ASI Finance & Budget committee.

### **F. The Budhani Calculation**

- i. All Division applicants shall be awarded the following base allocation.
- ii. Percentage of Division Allocation =  $[\text{Number of Programs per Division} / \text{Total of all Programs in all Divisions}] * 100$
- iii. Number of Programs per Division as stated in the Student Employment Grant Application.
- iv. Division Allocation = Total Budget \* Percentage of Division Allocation
- v. If Division Allocation is greater than the requested amount, the requested amount should be awarded.

### **G. Capped Amounts**

- i. The use of a cap and type of cap is left to the discretion of each fiscal year's ASI Finance & Budget Committee. A cap may be put in place to avoid substantial allocations to a single applicant. This allows funds to be distributed more evenly across each applicant that applies in accordance with the 1994 referendum.
- ii. All Division applicants shall be allocated at least a minimum of \$10,000 unless requested less than the minimum amount.

### **H. APPEAL OF ASI STUDENT EMPLOYMENT GRANT**

All decisions of Associated Students, Inc. (ASCSUS) are final unless appealed in accordance with this section of the ASI Student Employment Grant.

### **I. Grounds for Appeal**

Appeals regarding the ASI Student Employment Grant funding process must be filled in accordance with the guidelines below.

1. If ASI denies an application for the ASI Student Employment Grant, ASI must:
  - i. Issue its decision in writing to the Division Vice President, and
  - ii. Identify the specific reason (s) for the denial.
2. If the Division Vice President disagrees with the decision, the Division may request an appeal of the decision to ascertain that the process and determination was made per the guidelines and rules of the funding process with viewpoint neutrality requirement.

### **J. Appeal Process**

#### **Generally**

If the department /program contends that ASI's decision violates or did not comply with the viewpoint neutrality requirement, the department/program may file an appeal within three (3) business days after receipt of the written decision to file an appeal.

Such appeal must be in writing and state the reason the Division Vice President believes the application was wrongfully denied. The appeal shall be limited to the question of whether the application was properly denied pursuant to the policy of whether viewpoint or opinion played an impermissible role in the denial.

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## OPERATING RULES

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The Sacramento State University President or the University President's designee will review the appeal and issue a written decision as soon as reasonably practicable but no later than five (5) business days following receipt of the appeal.

### **K. Standard of Review**


The Sacramento State University President or the University President's designee shall determine "de novo" (i.e., without any deference to the decisions below whether the funding decision complied with the terms of the policy or whether it violated the viewpoint neutrality requirement.

### **L. Authority and Jurisdiction**

Decisions, once reviewed and approved by the Sacramento State University President are final and binding.

### **400.3 DOLLARS FOR ORGANIZATIONS AND CLUBS (DOC) FUNDING GUIDELINES**

**A.** The following shall be considered the guidelines for DOC funds to be transferred to maximum of once each academic year between September through May. Awarded funds are on a first come, first served basis. DOC will not be awarded to CAFs submitted after June 1st.

- i. The club or organization must be in good standing with the Student Organizations and Leadership Office (SO&L). 
- ii. A new Club Accounting Form (CAF) must be on file with ASI Accounting Services for the current fiscal year. A club must resubmit a new CAF anytime changes occur in authorized signers, club name, etc.
- iii. Funded events & activities must be open to all Sacramento State students.
- iv. Reimbursement is contingent upon meeting all requirements stated in the Check Requests Requirements on the ASI website and the guidelines below.
- v. Allocations of DOC funding into a club account may not exceed cumulative \$2,000. Once the limit is reached, funding will cease until a minimum of \$800 in DOC monies are used.

**B.** Guidelines to deny a reimbursement request for DOC funding may include:

- i. Any campus events or activities that are not open to all Sacramento State students.
- ii. Items/events utilizing DOC funds cannot be resold or charged admission fees.
- iii. Funding is not available, and may not be used, for honorariums, and/or speaker fees.
- iv. Funding for gifts, gift cards or random drawings are not allowed.
- v. Funding may not be used for any raffles or raffle prizes due to California State laws.
- vi. If a request is not in compliance with DOC guidelines and/or generally accepted accounting principles
- vii. Funding requests for scholarships.
- viii. Expenses for alcohol, tobacco products, recreational drugs, and firearms.
- ix. Funding requests for donations to other organizations, clubs, non-profits, etc.
- x. Exceeding awarded DOC funding allocations.
- xi. Any off-campus events.

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**OPERATING RULES**

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**400.41 National Sports Competition Transportation Fund**

**A. General Purpose**

- I. The National Sports Competition Transportation Fund shall exist in order to support clubs and organizations managing their travel costs to attend National Sports Competitions.
- II. Clubs and organizations must qualify for a National Sports Competition before applying for National Sports Competition Transportation Funds or the Student Organizations & Leadership (SO&L) Advisor can attest that the competition is the highest level within the sport.
- III. All applicants must be recognized organizations as defined by those groups having filed the necessary campus organization registration forms with the Sacramento State Student Organizations and Leadership Office and deemed in “good standing.”
- IV. Each applicant may receive a maximum of up to \$1,000 per organization.
- V. Only direct travel expenditures related to transportation will be funded.
- VI. This eligibility is separate from the organization’s DOC eligibility.
- VII. All requests with associated receipts for reimbursement must be submitted no later than 4 weeks after the event has been completed.

**B. Allocation of Funding**—the funds will be allocated on a first come first served basis. Funding decisions will be done in a viewpoint neutral manner and will not be based on the organization’s point of view. Amounts allocated will depend on basis of the travel destination zone.

Allocation for National Sports Competition Transportation Fund based on location zone.

	<b>Pacific</b>	<b>Mountain</b>	<b>Central</b>	<b>Eastern</b>
Up to:	\$625	\$750	\$875	\$1,000
	California	Arizona	Alabama	Connecticut

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Nevada	Colorado	Arkansas	Delaware
Oregon	Idaho	Illinois	Florida
Washington	Montana	Iowa	Georgia
	New Mexico	Kansas	Indiana
	Utah	Louisiana	Kentucky
	Wyoming	Minnesota	Maine
	Alaska (1)	Mississippi	Maryland
		Missouri	Massachusetts
		Nebraska	Michigan
		North Dakota	New Hampshire
		Oklahoma	New Jersey
		South Dakota	New York
		Tennessee	North Carolina
		Texas	Ohio
		Wisconsin	Pennsylvania
			Rhode Island
			South Carolina
			Vermont
			Virginia
			Washington DC
			West Virginia
			Hawaii (2)
			International (3)

\*(1) Alaska is included under Mountain since it is 1 hour behind CA instead of 1 hour ahead.

\*(2) Hawaii is included under Eastern since it is 3 hours behind CA instead of 3 hours ahead.

\*(3) International Travel will receive up to \$1,000

**C. Disqualification of Applicants**—any club or organization that receives money from the National Sports Competition Fund is not eligible to receive any money from any other ASI travel fund for the same event.

**D. Appeal of National Sports Competition Transportation Funding**

All decisions of Associated Students, Inc. (ASCSUS) are final unless appealed in accordance with this section of the National Sports Competition Transportation Fund operating rule.

**A. Grounds for Appeal**

Appeals regarding the National Sports Competition Transportation Fund process must be filled in accordance with the guidelines below.

If ASI denies an application for reimbursement funding to a club or organization, ASI must:

- i. Issue its decision in writing to the club/organization director, and
- ii. Identify the specific reason (s) for the denial.

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If the club/organization director disagrees with the decision, the club/organization may request an appeal of the decision to ascertain that the process and determination was made per the guidelines and rules of the funding process with viewpoint neutrality requirement.

### **2. Appeal Process**

#### **Generally**

If the club/organization contends that ASI's decision violates or did not comply with the viewpoint neutrality requirement, the department/program may file an appeal within five (5) business days after receipt of the written decision to file an appeal.

Such appeal must be in writing and state the reason the club/organization believes the application was wrongfully denied. The appeal shall be limited to the question of whether the application was properly denied pursuant to the policy of whether viewpoint or opinion played an impermissible role in the denial.

The CSUS Vice President of Student Affairs (VPSA) or VPSA's designee will review the appeal and issue a written decision as soon as reasonably practicable but no later than five (5) business days following receipt of the appeal.

#### **Standard of Review**

The VPSA or VPSA's designee shall determine "de novo" (i.e., without any deference to the decisions below whether the funding decision complied with the policy or whether it violated the viewpoint neutrality requirement.

#### **Authority and Jurisdiction**

Decisions, once reviewed and approved by the CSUS VPSA, are final and binding.

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**OPERATING RULES**

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**400.42 National Conference Transportation Funding**

**A. General Purpose**

- I. The National **Conference** Transportation Fund shall exist in order to support clubs and organizations managing travel expenses to attend national conferences.
- II. Clubs and organizations must be attending a National Conference in order to apply for National **Conference** Transportation Funds.
- III. All applicants must be recognized organizations as defined by those groups having filed the necessary campus organization registration forms with the Sacramento State Student Organizations and Leadership Office and deemed in “good standing.”
- IV. Each applicant may receive a maximum of up to \$1,000 per organization.
- V. Only direct travel expenditures related to transportation will be funded.
- VI. This eligibility is separate from the organization’s DOC eligibility.
- VII. All requests with associated receipts for reimbursement must be submitted no later than 4 weeks after the event has been completed.

**B. Allocation of Funding**— the funds will be allocated on a first come first served basis. Funding decisions will be done in a viewpoint neutral manner and will not be based on the organization’s point of view. Amount allocated will depend on basis of the travel destination zone.

**C. Disqualification of Applicants**—any club or organization that receives money from the National Conference Transportation Fund is not eligible to receive money from any other ASI travel fund for the same event.

Allocation for National Conference Transportation Fund based on location zone.

	<b>Pacific</b>	<b>Mountain</b>	<b>Central</b>	<b>Eastern</b>
Up to:	\$625	\$750	\$875	\$1,000
	California	Arizona	Alabama	Connecticut
	Nevada	Colorado	Arkansas	Delaware
	Oregon	Idaho	Illinois	Florida
	Washington	Montana	Iowa	Georgia
		New Mexico	Kansas	Indiana
		Utah	Louisiana	Kentucky
		Wyoming	Minnesota	Maine
		Alaska (1)	Mississippi	Maryland
			Missouri	Massachusetts
			Nebraska	Michigan
			North Dakota	New Hampshire
			Oklahoma	New Jersey
			South Dakota	New York

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Tennessee	North Carolina
Texas	Ohio
Wisconsin	Pennsylvania
	Rhode Island
	South Carolina
	Vermont
	Virginia
	Washington DC
	West Virginia
	Hawaii (2)
	International (3)

\*(1) Alaska is included under Mountain since it is 1 hour behind CA instead of 1 hour ahead.

\*(2) Hawaii is included under Eastern since it is 3 hours behind CA instead of 3 hours ahead.

\*(3) International Travel will receive up to \$1,000

### **D. Appeal of National Conference Transportation Funding**

All decisions of Associated Students, Inc. (ASCSUS) are final unless appealed in accordance with this section of the National Conference Transportation Fund operating rule.

#### **1. Grounds for Appeal**

Appeals regarding the National Conference Transportation Fund process must be filled in accordance with the guidelines below.

If ASI denies an application for reimbursement funding to a club or organization, ASI must:

- (a.) Issue its decision in writing to the club/organization, and
- (b.) Identify the specific reason (s) for the denial.

If the club/organization director disagrees with the decision, the club/organization may request an appeal of the decision to ascertain that the process and determination was made per the guidelines and rules of the funding process with viewpoint neutrality requirement.

#### **2. Appeal Process**

##### **Generally**

If the club/organization contends that ASI's decision violates or did not comply with the viewpoint neutrality requirement, the club/organization may file an appeal within five (5) business days after receipt of the written decision to file an appeal.

Such appeal must be in writing and state the reason the club/organization believes the application was wrongfully denied. The appeal shall be limited to the question of whether the application was properly denied pursuant to the policy of whether viewpoint or opinion played an impermissible role in the denial.

The CSUS Vice President of Student Affairs (VPSA) or VPSA's designee will review the appeal and issue a written decision as soon as reasonably practicable but no later than five (5) business days following receipt of the appeal.

##### **Standard of Review**

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The VPSA or VPSA's designee shall determine "de novo" (i.e., without any deference to the decisions below whether the funding decision complied with the terms of the policy or whether it violated the viewpoint neutrality requirement.

### **Authority and Jurisdiction**

Decisions, once reviewed and approved by the CSUS VPSA, are final and binding.

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### 400.43 ASI Vice President of Finance Textbook Grant

#### A. Purpose

Part of Associated Students, Inc.'s mission is to provide experiential education, leadership opportunities, and support services to a growing community. The ASI Vice President of Finance Textbook Grant will help students by reducing the financial burden of purchasing textbooks

#### B. Membership of the Program

- I. Chair, VP of Finance
- II. Executive Director or Designee
- III. Director of Finance or Designee
- IV. Duties and Responsibilities
- V. ASI Government Staff will be responsible for selecting the eligible students based on the eligibility requirements for the ASI Vice President of Finance Textbook Grant.
  1. In line with the program's commitment to fairness, applications will be processed on a "first-come, first-served" basis until the allocated funds are exhausted. Partial funding may be made as funds become limited to ensure fair distribution. Each student can be eligible for up to \$100.
  2. ASI will announce the opening of applications two weeks in advance. This advance notice will allow interested students ample time to prepare and apply for the ASI Vice President of Finance Textbook Grant.

#### C. Application Requirements and Guidelines

##### Eligibility Requirements:

- I. Applicants must be registered students (minimum undergraduate 6 units, graduate 4 units).
- II. Must provide proof of enrollment (via unofficial transcript).
- III. Must provide proof of purchase of funds requested (a substantial amount of funds requested must be for textbooks). The proof of purchase (receipts) must be from the current academic semester.
- IV. Grant payments will be made by ASI Accounting Services following the current financial policies.

##### Guidelines

- I. Students will only be awarded the grant for textbooks, eBooks, rental textbooks, and access codes. School supplies will not be eligible.
- II. ASI is not responsible for any book(s) lost or stolen.
- III. Applications without documentation (proof of enrollment and purchase) will not be considered for the grant.
- IV. The grant award will be reported to Financial Aid as required by CSU policy.

##### Rules

- I. The application for the ASI Vice President of Finance Textbook Grant will open during the 5<sup>th</sup> week of fall and spring semesters, following the census. The application will remain open until the end of the 5<sup>th</sup> week, allowing students 7 calendar days to apply.
- II. After the application deadline, the evaluation process, which is expected to take approximately 14 business days.
- III. Only textbooks required for a class are eligible for the grant; other books or school supplies are not covered.
- IV. Scholarship awards will be funded three (3) weeks after the award notification has been sent.

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- V. Applications received after the deadline WILL NOT be considered.
- VI. Current and past Board Members within one year of the ASI Board of Directors are ineligible.
- VII. Students may not receive more than one grant award per academic year.

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### 400.44 Public Radio Experience (P.R.E.) Internship

#### A. Purpose

Part of Associated Students, Inc.'s mission is to provide experiential education, leadership opportunities, and support services to a growing community. The ASI x CapRadio P.R.E. Internship is designed to provide students with a dynamic, hands-on learning experience that bridges the gap between academic study and the professional workforce. Through this collaboration with the university's auxiliary, the program equips participants with practical skills, industry insight, and valuable mentorship, preparing them to excel in their careers while fostering a deeper understanding of the essential role of auxiliaries in supporting the university's mission.

#### B. P.R.E. Internship Guidelines and Rules

##### 1. Scholarship Criteria

- Students must be enrolled at Sacramento State at the time of application and during the internship
- Students must be in good academic standing
- Students must have completed at least one semester at Sacramento State
- Undergraduate students must hold at least a 2.5 Grade Point Average (GPA) and be enrolled in a minimum of at least six units
- Graduate Students must hold at least a 3.0 GPA and be enrolled in a minimum of at least three units
- Students must be available to intern for at least 8 hours per week, for 1 (one) academic semester that they are applying for

##### 2. Required Application Materials

- Completed P.R.E. Application Form
- Current resume
- Cover letter (must entail a response to one or more of the following questions):
  - I. Why are you interested in an internship at Capital Public Radio?
  - II. What do you hope to gain from your CPR internship?
  - III. Define your core strengths and skills.

##### 3. Successful Completion of the internship entails:

- Monthly check-ins with the ASI VPAA and/or full-time staff to provide updates throughout the duration of the internship for the purposes for program feedback and intake
  - Should the ASI VPAA be unable to conduct the monthly check-ins with the intern, an ASI executive board member as deemed appropriate shall conduct the monthly intern check-ins

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- Present the intern report to the ASI Board of Directors and Capital Public Radio Board of Directors at or near the conclusion of their internship time
- Provide the ASI VPAA or ASI Associate Director of Government with the intern learning plan at the start of their internship timeframe
  - Should the selected intern be unable to successfully complete the internship in the time that they are selected, both ASI and CapRadio may consider options for remedy

#### **4. Current board members are ineligible for the P.R.E. internship scholarship**

##### **C. Membership of the Review Committee**

- I. Chair, Vice President of Academic Affairs
- II. Vice President of Finance or designee
- III. One CapRadio representative

##### **D. P.R.E. Internship Award**

A \$2,000 scholarship award will be provided to P.R.E. Interns upon completion of their 12 hours per week during the semester in which they are awarded and present a portfolio or report of their work to the CPR Director of Human Resources and Internship Coordinator, and to the ASI Board of Directors prior to the last Board meeting of the internship semester.

##### **E. CapRadio P.R.E Internship Contingency Clause**

In the event that the VPAA is unable to oversee the Public Radio Experience (PRE) Internship for an academic term due to unforeseen circumstances arising from either ASI or CapRadio, the internship program will temporarily pause operations for circumstances beyond the VPAA, ASI, and/or CapRadio's control. In such cases, the VPAA will work closely with both ASI and CapRadio to determine the most feasible timeline for the internship's return and ensure the continuation of its mission to serve students.

#### **400.45 Student Entrepreneurship Empowerment and Development (SEED) Grant**

##### **A. Purpose & History**

The SEED Grant aims to help support student entrepreneurs from all colleges. The Director of Business term 2022-2023 founded the Student Entrepreneurship Empowerment Development (SEED) Grant in December 2022 in collaboration with the Carlsen Center for Innovation and Entrepreneurship. This grant acts as a way to affirm ASI's commitment to promoting student innovation and career. The SEED Grant provides Sacramento State students across all majors with financial support and mentorship to invest in their entrepreneurial ventures and advance their growth as emerging innovators and leaders.

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The SEED Grant will be open to all majors, ensuring equitable access for students interested in entrepreneurship regardless of their field of study.

**B. Guidelines**

The Director of Business (BUS) and/or their designee shall work with the Carlsen Center for Innovation and Entrepreneurship (CCIE) to collaborate on the Student Entrepreneurship Empowerment Development (SEED) Grant.

The SEED Grant, dependent on the respective budgets of ASI and CCIE shall select an appropriate number of awards to be given out and the monetary amount of each. Historically, a minimum of two (2) \$500 awards are given out to SEED Grant recipients.

To be considered for the SEED Grant, applicants must be enrolled at Sacramento State and have a good academic standing with the University at the time of applying.

**C. SEED Grant Contingency Clause**

In the event that the Director of Business is unable to oversee the SEED Grant for an academic term due to unforeseen circumstances arising from either ASI or other relevant parties, the grant will temporarily pause. In such cases, BUS will work closely with both ASI and CCIE to determine the most feasible timeline for the grant's return and ensure the continuation of its mission to support student entrepreneurs.

### **400.5 INTERNAL AFFAIRS COMMITTEE**

**A. Membership**

**1. Regular Members**

- I. Executive Vice President or designee (CHAIR)
- II. At least three (3) students at large
- III. One (1) non-Executive Board Member

**2. Non-Voting Ex-Officio Members**

- I. President, or Designee

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- II. Vice President of Finance or Designee
- III. Vice President of University Affairs or Designee
- IV. Vice President of Academic Affairs or Designee
- V. Executive Director
- VI. Director of Finance

### **B. Duties and Responsibilities**

- I. The Committee Chair shall be responsible for familiarizing all members of the Committee with all ASI Governing documents.
- II. The Committee shall conduct a periodic review of the ASCSUS Operating Rules and will make recommendations to the Board for needed changes.
- III. The review process will focus on improving the efficiency, relevance, and efficacy of the ASCSUS Operating Rules. All recommended changes shall adhere to the spirit of ASI's Mission Statement and other governing documents.
- IV. The Chair shall not be vested with the power to vote on any proposed legislation except in cases of a tie or to affect the outcome of the vote. The Committee shall meet at least quarterly.

## **400.6 STUDENT MARKETING AND OUTREACH**

### **A. Membership**

#### **1. Voting Members**

- I. Executive Vice President or Designee (Chair)
- II. At least three (3) students at large
- III. At least one (1) ASCSUS Board member (Exec or Non-Exec)

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### 2. Non-Voting Ex-Officio Members

- I. Executive Director or Designee
- II. Marketing & Outreach Manager Student Engagement & Outreach or Designee
- III. ASI A-Team Representative (Communications and Outreach Coordinator)

### B. Duties and Responsibilities

1. Responsible for producing and executing a student relations campaign through marketing research and promotions each semester, and when the ASI Board of Directors or the Student Marketing and Outreach deems necessary. At least one (1) student relations campaign must be held in the fall semester and reported to the ASI Board of Directors and to the ASI Marketing Committee by the third week of the spring semester.
2. Responsible for performing Students Needs Assessment, Focus Groups Surveys, and/or other information gathering.
  - i. Can be through online surveys, focus groups, social media campaign (s), tabling, etc.
  - ii. Will work with Student Engagement & Outreach (SEO) to determine incentives and distribution via the SEO Budget.
3. Responsible for helping SEO with outreach and ASI promotional events.
4. Executive Vice President or Chair of the Committee will be responsible for reporting back to the Board any findings as an outcome of any surveys and /or campaigns completed.
  - i. Relevant information and dates should also be shared with all ASI Internal Committee chairs and the ASI Marketing Committee.
5. Executive Vice President and Chair will select, recruit and appoint the members of the Committee.
6. Will complete assigned projects by Board or Executive Vice President.

### C. Structure

- i. Chair
- ii. Vice Chair
- iii. Secretary
- iv. Students-at-large

### D. Committee Activation

- i. The Student Marketing and Outreach Committee shall remain inactive, subject to review by the ASI Executive Vice President and Executive Director. The Executive Vice President, in consultation with the Executive Director, shall issue a final written decision on a committee re-activation.
- ii. Activation may be initiated at the request of a student demonstrating interest and commitment, or upon recommendation by an ASI Board member or the Executive Vice President.

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### 400.7 EXECUTIVE OFFICER COMMITTEE

#### A. Membership

##### 1. Voting Members

- i. ASCSUS President (Chair)
- ii. ASCSUS Executive Vice President
- iii. ASCSUS Vice President of Finance
- iv. ASCSUS Vice President of University Affairs
- v. ASCSUS Vice President of Academic Affairs

##### 2. Non-voting Members

- i. ASCSUS Executive Director or Designee
- ii. ASCSUS Vice Chair (Recorder)
- iii. ASCSUS Secretary (Director Liaison)

#### B. Duties and Responsibilities

- i. The Executive Committee shall be a forum to facilitate communication among ASCSUS Executive Officers.
- ii. Shall meet at least bi-weekly per the President during their term of office and be authorized to conduct the following business:
  - Assess and ensure implementation of ASI's Strategic Plan.
  - Update members on vital internal and University Committees as well as Statewide issues.
  - Recommend ways of improving ASCSUS Council, Committee, and Work Team functions.
  - Consult with the Executive Director where necessary on the interpretation and implementation of the Bylaws and Operating Rules.
- i. Shall act in the absence of the Board for the duration of the summer and winter intercession on matters of immediate importance, which ensure the corporation's ability to maintain all operations. Such action shall then be ratified by the Board of Directors at the next regularly scheduled meeting.
- ii. Shall consult with the ASCSUS Director of Finance and Administration on ASCSUS Fund Development issues.
  - To develop and implement an annual fund development policy, as approved by the Board of Directors.
  - To review ASCSUS revenue sources and recommend changes as are necessary.
  - To develop and implement an annual fund development strategy.
  - Develop a long-term fund development strategy.
- i. Shall hold a "Directors Comment" at the beginning of each meeting to allow college directors to speak on issues not already on the agenda.

**400.8 THE GREEN TEAM**

**A. Membership**

**1. Voting members**

- i. Executive Vice President or Designee (Chair)
- ii. At least three (3) students at large
- iii. At-least one (1) ASCSUS Board member (Exec or Non-Exec)
- iv. Environmental Student Organization (ESO) President or designee
- v. ASI Representative (s) to University Committee
- vi. Sustainability Steering Committee

**2. Non-Voting members**

- i. ASCSUS Executive Director
- ii. University Committee Chairs or Designee
- iii. Sustainability Steering Committee

**B. Mission Statement**

- i. To make Sac State a sustainable campus through education, promotion, and implementation of sustainable efforts.

**C. Duties and responsibilities**

- i. To advise and work with the University on source reduction, recycling, and other sustainable practices.
- ii. To provide educational programs for students, staff, faculty, and community, related to sustainability.
- iii. To help plan and coordinate Earth Day activities with the Environmental Student Organization (ESO) and Sac State Sustainability Department each April as well as other special activities.
- iv. To complete projects assigned by the Board or the Executive Vice President.
- v. To work with the corporation and its auxiliaries to increase internal sustainable practices by providing recommendations.
- vi. To work with the University on sustainability projects.
- vii. To work with ASI Student Engagement & Outreach to implement sustainability promotional and educational campaigns.

**E. Committee Activation**

- i. The Green Team shall remain inactive, subject to review by the ASI Executive Vice President and Executive Director. The Executive Vice President, in consultation with the Executive Director, shall issue a final written decision on a committee re-activation.
- ii. Activation may be initiated at the request of a student demonstrating interest and commitment, or upon recommendation by an ASI Board member or the Executive Vice President.

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### 400.9 STUDENT SOCIAL JUSTICE AND EQUITY COUNCIL

#### A. Membership

##### 1. Voting members

- i. Executive Vice President or Designee (Chair)
- ii. Social Justice and Equity Officer (vice chair) elected by the Council
- iii. At least three (3) students at large
- iv. At least one (1) ASCSUS Board member (Exec or Non-Exec) with an interest in diversity and inclusion. In the event that there is no willing director, then the Director of Social Sciences and Interdisciplinary Studies shall hold this voting position.

##### 2. Non-Voting members

- i. ASCSUS Executive Director or Designee
- ii. Representative from Strategic Student Support Programs (SSSP)
- iii. ASI Student Engagement and Outreach Representative

#### B. Duties and responsibilities

- i. Shall be responsible for presenting to the ASCSUS Board of Directors issues pertaining to social justice and equity, which may or may not be directly related to education.
- ii. Shall lead in expanding and enhancing the diversity and inclusion at CSUS.
  - The Social Justice and Equity Officer shall facilitate student access to ASI, University and or External resources, for marginalized and under-resourced student communities.
  - The Social Justice and Equity Officer shall coordinate efforts and events that promote cross-cultural student and campus unity.
- iii. Shall act as the primary liaison to the Strategic Student Support Programs and ASCSUS.
- iv. Shall work to increase communication, interaction and cooperation between the Centers for Diversity and Inclusion and ASCSUS.
- v. Shall be responsible for originating and maintaining student forums on issues of race and culture that pertain to the campus community. At least one forum shall be held in the fall semester. A forum or collaborative event between campus entities with a focus on diversity shall be held in the spring semester.
- vi. Shall be the primary contact to the CSSA Liaison on issues of race and/or culture issues that pertain to the campus community.
- vii. Completing other duties as assigned by the Board of Directors or the Operating Rules.

#### C. Structure

1. The Student Social Justice and Equity Council shall be structured in accordance with the following guidelines:
  - i. Chair
  - ii. Secretary
  - iii. Social Justice and Equity Officer (vice chair)
  - iv. Members at large

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## OPERATING RULES

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### 400.10 Greek Life Committee

#### A. Purpose

The ASI Greek Life Committee at Sacramento State University aims to foster stronger connections between ASI and the Greek community, enhance collaboration, and address the unique needs and concerns of Greek organizations, drawing from the rich Greek life experience in philanthropy, brotherhood/sisterhoods, and the promotion of academic excellence. Sacramento State, as a public university, has a diverse student body, and Greek life has been a significant part of the campus culture. This committee will serve as a bridge between ASI and the Greek community, ensuring their voices are represented in ASI governance and initiatives.

#### B. Membership

##### a. Voting Members

- i. ASI Executive Vice-President or Designee (Chair)
- ii. At least one (1) ASCSUS Board member (Exec or Non-exec)
- iii. At least one (1) and a maximum of two (2) voting representatives from each SO&L-approved Greek Council.

##### b. Non-Voting Members

- i. ASI President
- ii. Greek Life advisors
- iii. Students at large

#### C. Duties and Responsibilities

- a. Shall provide information and facilitate interaction regarding Greek Life.
- b. Shall serve as a liaison between the ASCSUS Board of Directors and the Sacramento State Greek Life.
- c. The committee shall also collaborate or assist with a minimum of one (1) event or program per semester focused on any of the above-mentioned committee topic areas.
- d. Shall meet at least monthly.

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## OPERATING RULES

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### 400.11 International Students Committee

#### A. Purpose

The ASI International Students Committee shall serve as a representative and advisory body dedicated to uplifting and advocating for the international student population at Sacramento State University. The committee will work to ensure that the international student perspective is consistently considered in ASI decisions, support the inclusion of international voices in governance, and advise the ASI President on matters affecting international students.

The committee will also examine how university policies and practices influence the international student experience and identify areas where improvements are necessary to foster a more inclusive and supportive campus environment.

#### B. Membership

##### 1. Voting Members

- i. ASI Executive Vice President or designee (Chair)
- ii. At least one (1) ASI Board Member (Executive or Non-Executive)
- iii. Six (6) students at large who either identify as international students or have shown a strong commitment to supporting the international student community

##### 2. Non-voting members

- i. ASI President
- ii. International Programs & Global Engagement (IPGE) representative

#### C. Duties and Responsibilities

1. Shall serve as a liaison between the international student community and the ASCSUS Board of Directors
2. Shall collaborate on or assist with a minimum of one (1) program or event per year focused on international student support, advocacy, or integration.
3. Shall advise the ASI President on matters impacting international students at Sacramento State
4. Shall meet at least monthly

**400.12 AUDIT COMMITTEE**

**A. Membership**

**1. Voting Members** (The committee must be appointed by the Board.)

- i. Sacramento State Faculty Member (Chair)
- ii. Sacramento State employee
- iii. Three (3) Students at large Members

**2. Non-Voting Members**

- i. Any student member of the Finance and Budget Council that is not a member of the Board.

**B. Duties and Responsibilities**

- i. Shall recommend to the Board of Directors the retention and termination of the independent auditor.
- ii. May negotiate the compensation of the auditor on behalf of the Board.
- iii. Shall confer with the auditor to satisfy the committee members that the financial affairs of the organization are in order
- iv. Shall review and determine whether to accept the audit
- v. Shall approve performance of any non-audit services to be provided by the auditing firm  
{Government Code § 12586 (e) (2)}

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## OPERATING RULES

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### 400.11 ASI SCHOLARSHIP COMMITTEE

#### A. Purpose

Part of Associated Students, Inc. mission is to provide experiential education, leadership opportunities, and support services to our growing community. The ASI scholarship will help enforce this mission by providing additional financial support for the academic endeavors of the students selected. No students should receive more than \$1000 per semester in ASI Funded Scholarships and no more than (1) one scholarship per semester.

#### B. Reviewing Committee

- i. Chair, VP of Finance
- ii. One ASI Board Member
- iii. No less than three students at large

#### C. Tiebreakers

- i. Executive Director, Director of Finance, or their designee

**D.** If any scholarship awarded is declined by the recipient, it will not be reassigned to another individual.

#### E. Duties and Responsibilities

Upon confirmation of eligibility, these students will be responsible for carrying out the duties as stated in the Operating Rules for each committee:

- i. Evaluate applications based on given essays rubric and submit recommended scholarship recipient candidates to the ASI Board of Directors with support from ASI Government staff.
- ii. Other duties as assigned by the Board of Directors or these Operating Rules.

#### ASI Student Involvement Scholarship

- a. ASI shall provide 15 ASI Student Involvement Scholarships of \$1000 each during the fall semester and 15 ASI Scholarships of \$1000 each in the spring semester. The number of scholarships offered in a given semester may be amended with a 2/3 vote of the ASI Board. If during the fall semester of the current academic year, there are not enough applicants to distribute all scholarships, the undistributed scholarships will rollover and be added to the number of the current spring scholarships provided.
- b. The application deadline dates shall be Friday of the 7th week of the fall and spring semesters to allow for the process of evaluation to take approximately one month (or as appropriate for the number of applications received).
- c. The Scholarship Committee shall submit their recommendations to the ASI Board of Directors before the final Working Board Meeting of each semester and recipients shall be announced at the first Board meeting following the selections.
- d. A Scholarship application should open by the 4th week of each semester.

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## OPERATING RULES

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- e. Applicants must be registered students (minimum undergraduate 6 units; graduate 4 units) and in good academic standing with the university at the time of application.
- f. Current and past Board Members within one year of the ASI Board of Directors are ineligible. Members of the ASI Scholarship Committee are also ineligible. No student may receive more than one ASI Student Success Scholarship per academic year.

**The criteria for the recipient of an ASI Scholarship shall be as follows:**

- i. What community-oriented and extracurricular activities have you been involved in as a Sacramento State Student?
- ii. What are your career goals and how do you hope to give back to the community in your future? The recipient must also be an active contributor/participant in the Sacramento State campus community.
- iii. Please identify the ASI Department you have utilized the most and explain how it has impacted your experience at Sacramento State. (ASI Departments: Aquatic Center, Accounting Services Office, Children's Center, Government Office, Peak Adventures, Student Engagement & Outreach)
- g. Applicants must have already completed at least one semester at Sacramento State at time of application.
- h. Each scholarship essay should be no more than 600 words. Essays that go over the word count of 600 will be disqualified.

### **ASI Student Belonging Scholarship**

#### **A. Purpose**

The ASI Belonging Scholarship exists to empower and celebrate the diverse backgrounds and identities of our students. We are committed to fostering an inclusive campus culture where every individual feels a sense of belonging and is recognized for their unique contributions. By providing 30 scholarships annually, we will financially support students and inspire community-building and social justice. By allowing students to tell their stories, ASI is committed to equity and inclusivity, fostering a vibrant, supportive, and unified community for all.

#### **B. Duties and Responsibilities**

- a. ASI shall provide 15 ASI Scholarships of \$1000 each during the fall semester and 15 ASI Scholarships of \$1000 each in the spring semester. The number of scholarships offered in a given semester may be amended with a majority vote of the ASI Board. If during the fall semester of the current academic year, there are not enough applicants to distribute all scholarships, the undistributed scholarships will rollover and be added to the number of the current spring scholarships provided.
- b. The application deadline dates shall be Friday of the 7th week of the fall and spring semesters to allow for the process of evaluation to take approximately one month (or as appropriate for the number of applications received).
- c. The Scholarship Committee shall submit their recommendations to the ASI Board of Directors before the final Working Board Meeting of each semester and recipients shall be announced at the first Board meeting following the selections.
- d. A Scholarship application should open by the 4th week of each semester.

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## OPERATING RULES

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- e. Applicants must be registered students (minimum undergraduate 6 units; graduate 4 units) and in good academic standing with the university at the time of application.
- f. Current and past Board Members within one year of the ASI Board of Directors are ineligible. Members of the ASI Scholarship Committee are also ineligible. No student may receive more than one ASI Student Success Scholarship per academic year.
- g. Applicants must have already completed at least one semester at Sacramento State at the time of application.
- h. Each scholarship essay should be no more than 600 words. Essays that go over the word count of 600 will be disqualified.
- i. ASI Staff, in collaboration with the Vice President of Finance, shall determine the criteria for the ASI Student Belonging Scholarship, including essay questions and rubrics, every academic year.
- j. The essay questions for each academic year shall be released by the 4th week of each semester with the application.
- k. The essay questions shall be in alignment with the scholarship's mission of promoting equity, belonging, and embracing the diversity of Sacramento State students.

**400.12 LOBBY CORPS COMMITTEE**

**A. Purpose**

Lobby Corps is the advocacy branch of ASI and serves as a policy analysis and advisory committee to the ASI Board of Directors. The Committee is under the direction of the Office of Governmental Affairs and is responsible for representing the ASCSUS Board of Directors' position on legislative issues. The Committee shall provide recommendations and guidance to the Board on positions of local, state, and federal legislation regarding higher education and other policies specifically concerning Sacramento State. The Committee is also charged with performing legislative research, and developing and carrying out policy and advocacy strategies

**B. Membership**

**1. Voting Members**

- i. ASI Legislative Affairs Coordinator (Chair)
  - ii. ASI CSSA Liaison (Vice Chair)
  - iii. At least one (1) ASCSUS Board member (Exec or Non-Exec)
  - iv. Minimum of three (3) students at large
- a. The vice chair shall be responsible for recording and distributing minutes for each committee meeting.
  - b. Shall serve as the lead legislative research of the committee.
  - c. Shall record attendance among committee members.

**2. Non-Voting Members**

- i. AVP of Public Affairs & Advocacy or designee

**C. Duties and Responsibilities**

- i. Shall provide recommendations and guidance on positions of local, state, and federal legislation.
- ii. Lobby local, state and federal policy makers for advocating for current issues in higher education on behalf of the students of Sac State.
- iii. Shall meet at least monthly.

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## OPERATING RULES

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### 400.13      **STUDENT ACADEMIC SENATE**

#### **A. Purpose**

The Student Academic Senate shall serve in an advisory capacity to the Board of Directors pertaining to matters within the Faculty Senate and Division of Academic Affairs that directly affects students.

#### **B. Membership**

##### **1. Voting Members**

- i. Vice President of Academic Affairs or Designee (chair)
  1. The chair shall only vote in the event of tie.
- ii. Two students-at-large appointed to the Faculty Senate (if any are appointed.)
- iii. Two student representatives from each of the seven academic colleges, two Discovery Pathways students, two graduate students, and two representatives from the Black Honors College and Wileety Native American College.
  1. Each ASI Director must recruit and recommend two (2) students to the Vice President of Academic Affairs by the second formal Board meeting of the fall semester.
- iv. One (1) student at large will be elected as the committee vice chair by the committee and will maintain voting rights.
- v. One (1) student at large will be elected as the committee secretary by the committee and will maintain voting rights.

##### **2. Non-voting Members**

- i. ASI College Directors
- ii. ASI Faculty Senate representatives or designee.
- iii. ASI President

#### **C. Duties and Responsibilities**

- Shall review legislation currently on the Faculty Senate agenda.
- Shall recommend the stance Associated Students, Inc. should take in regards to Faculty Senate legislation.
- Shall complete other tasks as assigned by the ASI Board of Directors or Vice President of Academic Affairs.
- Shall draft resolution(s) pertaining to recommended action, if necessary.
- Shall inform students within their college of pertinent topics related to Faculty Senate and Division of Academic Affairs.
- Shall request a presentation from the Faculty Senate Chair or Executive designee to present at the Student Academic Senate for Fall and Spring semester.
  - The presentation will be pertaining to the Faculty Senate Organizational Structure, Constitution, Bylaws, and Standing Rules of the Faculty Senate.

#### 400.14 ASI MEMORIAL SCHOLARSHIP COMMITTEE

No student should receive more than \$1000 per semester in ASI funded scholarships and no more than (1) one scholarship per semester.

##### A. Purpose

1. **Arnulfo Lara Memorial Scholarship:** Arnulfo Lara, a former ASI Board member, had the desire to serve both his campus community and the extended community. We are looking for those students who, like Arnulfo Lara, have demonstrated a sincere commitment and action to community service—both on campus and in the greater Sacramento area.
2. **Chris Ramos Memorial Scholarship:** Former Sac State student Chris Ramos was an ASI Board member who was especially passionate about environmental issues. We are looking for students who, like Chris Ramos, have demonstrated a sincere commitment and action to the cause of sustainability.
3. **Ron Tanton Memorial Scholarship:** Former Sac State student Ron Tanton was a non-traditional student who was not only passionate about the issues in student government, but was also a married man with two daughters, working part time as well. We are looking for students like Ron Tanton who, despite the demands of work, family and getting back to school at a later stage of life, still find the time to be active and involved in the campus community.
4. **Shaun Lumachi Memorial Scholarship:** The purpose of this memorial scholarship is to acknowledge students who have shown great efforts of advocacy. Shaun Lumachi, a former ASI staff member and California State Student Association Representative, had an incredible passion for advocating for higher education and student rights. We are looking for those students who, Like Shaun Lumachi, have demonstrated clear and sincere efforts of advocating for higher education and/or student rights. Applicants should demonstrate how they have been involved on campus actively seeking change to better the lives of those around them.
5. **Bradley Bayless Memorial Scholarship:** Former ASI Children’s Center staff member Bradley Bayless was an aspiring elementary school teacher who was incredibly passionate about serving children and early childhood education. We are looking for students who, like Bradley Bayless, exemplify a sincere dedication and aspiration to the work of teaching children.

##### B. Scholarship Criteria

- i. Full-time student enrolled in at least 12 undergrad or 6 graduate units.
- ii. Good academic standing with the University at the time of application.
- iii. Current and past ASI Board members within one year are not eligible.
- iv. Members of the ASI Memorial Scholarship Committee are ineligible.
- v. No student may receive more than one ASI Memorial Scholarship per academic year.
- vi. Student must have already completed one semester at CSUS at the time of application.

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## OPERATING RULES

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- vii. Arnulfo Lara Memorial Scholarship Only: Must have an unmet need from financial aid, for the academic year of the scholarship, as described by the university and verified by the financial aid Office in the amount of the scholarship.

### **C. Membership**

- i. Executive Vice President or Designee (Chair)
- ii. At least one (1) ASCSUS Board member (Exec or Non-Exec)
- iii. At least two (2) students at large

### **Non-voting Membership**

- i. Director of Finance or Executive Director

### **C. Duties and Responsibilities**

1. The Committee shall review and recommend an application to the Board for approval for each memorial scholarship. The application shall include at least the following items:
  - a. Name and Contact Information
  - b. Student ID Number
  - c. Year in School
  - d. Expected Graduation Date
  - e. Permission to check proof of enrollment and grade release authorization
  - f. An attached essay. Each scholarship essay should be no more than 600 words. Essays that go over the word count of 600 will be disqualified.
2. The Committee shall set the calendar for applying and the awarding of the memorial scholarships, with the following guidelines:
3. The Memorial Scholarship application deadline dates shall be Friday of the 7<sup>th</sup> week of the fall semester to allow for the process of evaluation to take approximately one month (or as appropriate for the number of applications received.)
  - i. The Memorial Scholarship Committee shall submit their recommendations to the ASI Board of Directors before the final Working Board Meeting of the fall semester and recipients shall be announced at the first Board meeting following the selections.
4. A Scholarship application shall be updated and posted by the 4<sup>th</sup> week of the fall semester.

#### **400.15 ASI DIRECTOR SCHOLARSHIP COMMITTEE**

##### **A. Purpose**

Part of Associated Students, Inc. mission is to provide experiential education, leadership opportunities, and support services to our growing community. The ASI Director Scholarship will help enforce this mission by providing additional financial support for the academic endeavors of the students selected from each of the seven (7) academic colleges as well as undeclared and graduate students. This Scholarship will only be distributed during spring semester. No student should receive more than \$1000 per semester.

##### **B. Reviewing Committee**

- i. Chair, selected by and from the voting membership
- ii. All ASI College, Undeclared, and Graduate Directors
- iii. ASI Vice President of Finance
- iv. ASI Executive Vice President

##### **C. Tiebreakers**

- i. Executive Director or Director of Finance

##### **D. Duties and Responsibilities**

The ASI Director Scholarship Committee will follow the same guidelines and operating rules regarding the call for applications and recommendation timeline to the ASI Board that govern the ASI Scholarship Committee listed previously in these operating rules, section 400.11.

Each voting member will review all applications from their college or constituency group and select one student from their college or constituency group to be the recipient of the \$1000 ASI Director Scholarship each spring semester.

The Scholarship recipients will be notified before the final Board meeting of the spring semester.

##### **E. Criteria for Scholarship**

- a. ASI Board Members are NOT ELIGIBLE.
- b. Must be a part-time student enrolled in at least 6 undergrad or 4 graduate units.
- c. Good academic standing with the University at time of application.
- d. Active contributor/participant in the student's academic community.
- e. Student must be continuing at Sacramento State in the following semester.
- f. Each scholarship essay should be no more than 600 words. Essays that go over the word count of 600 will be disqualified.
- g. What academic, community-oriented, and extracurricular activities have you been involved in as a Sacramento State student within your academic college?

**400.16 WELLNESS, SAFETY AND SEXUAL ASSAULT AWARENESS COMMITTEE**

**A. Purpose**

The Wellness, Safety and Sexual Assault Awareness Committee shall be an advisory Board to the Vice President of University Affairs to assist in better understanding issues and support of services in the topics pertaining to student safety, wellness and sexual assault. Topics may include basic needs initiatives, mental health resources, campus safety, sexual assault prevention and raising awareness of resources that serve students dealing with any of the issues that ascertain to these subjects. The committee will also serve as a point of contact for university-wide conversations via the Sacramento State Campus Wellness Steering Group regarding students' perspectives on wellness and safety. The committee will also work to ensure that the services and resources on campus regarding these topics are provided and available to all students, and work with relevant campus partners to ensure it.

**B. Voting Membership**

- i. Vice President of University Affairs, or designee (Chair)
- ii. A minimum of six (6) students at large; one student will be elected by the committee to serve as the vice chair.
- iii. One (1) student will be elected by the committee to serve as the Outreach Coordinator.
- iv. A staff member or student representative from Student Health and Counseling Services or Peer Health Educators.
- v. Any other relevant parties and/or student organizations that address student wellness, campus safety and sexual assault prevention. (For example, a sorority or fraternity representative at Sac State.)
- vi. At-least one (1) ASCSUS Board member (Exec or Non-Exec)

**C. Duties and Responsibilities**

The Wellness, Safety & Sexual Assault Awareness Committee shall serve as a representative body to aid the Vice President of University Affairs in understanding key issues that students face on campus that relate to student wellness, safety and sexual assault. The use of the Wellness, Safety & Sexual Assault Awareness Committee may, but should not be limited to, collaborating with relevant campus partners to support in place policies and promote a safe campus environment, supporting campus partners in existing or starting initiatives or campaigns around the identified topic areas, and working to evaluate where gaps in services or awareness of services exist.

The committee shall also collaborate or assist with a minimum of one (1) event or program each year focused on any of the above-mentioned committee topic areas.

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**OPERATING RULES**

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**400.17           SEXUAL ASSAULT PREVENTION STUDENT ADVISORY COMMITTEE**

This section was deleted in its entirety.

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## OPERATING RULES

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### **400.18 ASI DEPARTMENT SCHOLARSHIP COMMITTEE**

This section was deleted in its entirety.

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## OPERATING RULES

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### 400.19 CITY AMBASSADORS COMMITTEE

#### A. Purpose

The City Ambassadors Committee is under the direction ASI Office of Governmental Affairs (OGA) and is responsible for representing the ASCSUS Board of Directors in the Sacramento community. The Committee shall provide recommendations and guidance to the Board on local issues that affect Sacramento State students and the communities they live in. The Committee is also charged with establishing connections with local community groups and facilitating student participation with these groups and with city government.

#### B. Membership

##### 1. Voting Members

- i. ASI Civic Engagement Coordinator (Chair)
- ii. At least one (1) ASCSUS Board member (Exec or Non-exec)
- iii. Minimum of three (3) students at large volunteers
- iv. Vice Chair
  - Shall be appointed by the Civic Engagement Coordinator and approved by the voting membership.
  - Shall be responsible for recording and distributing minutes for each committee meeting.
  - Shall record attendance among committee members.
  - Shall serve as the lead community researcher of the committee
- v. Outreach Coordinator
  - Shall be appointed by the Civic Engagement Coordinator and approved by the voting membership.
  - Shall be responsible for recruiting and coordinating student volunteers.
  - Shall be primarily responsible for planning and implementation of events and activities.
  - Shall make recommendations to the committee regarding outreach strategies to CSUS students regarding issues in the community.

##### 1. Non-Voting Members

- i. ASCSUS Executive Officers or Designee
- ii. Sac State Director of Civic Affairs or Designee
- iii. University Vice President of Public Affairs and Advocacy or Designee

#### C. Duties and Responsibilities

- i. Shall provide information and facilitate interaction in regard to local government, organizations and community events.
- ii. Shall serve as a liaison between the ASCSUS Board of Directors and the Sacramento community.
- iii. Shall meet at least monthly.

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## OPERATING RULES

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### 500.1 EXECUTIVE DIRECTOR

**A. The duties and responsibilities of the Executive Director are:**

- I. Take all steps necessary to ensure that ASCSUS maintains, "Good Standing" with the University.
- II. Ensure that ASCSUS's legal interests are protected and that the ASCSUS Board of Directors is informed of pertinent laws, regulations and policies.
- III. To assist in preparation and coordination of the ASCSUS budget in accordance with Board policy.
- IV. To ensure that an up-to-date Financial Policies and Procedures Manual is maintained and that there is an annual review of Human Resource Policies.
- V. Provide business management of all student activities, including:
  - Working with the Associated Student Finance and Budget Committee (ex-officio member) and Fund Development Committee;
  - Assisting with the development and administration of the budget;
  - Assisting with and facilitating purchasing;
  - Providing advice concerning business activities of ASCSUS recognized organizations when requested;
  - Managing the Business Affairs of the ASCSUS and supervising its employees;
  - Providing overall management and supervision of ASCSUS programs.

**B. To assist the Board in the management and oversight of ASCSUS, including:**

- I. Negotiating and signing all contracts in the ordinary course of business of ASCSUS. Extraordinary contract may require prior consultation with the Board Executive Officers.
- II. Establishing the delegation of authorization (DOA) structure for ASI Business processes. Substantive changes to the DOA require Board approval.
- III. Providing timely financial information to the Finance and Budget Committee and Board of Directors;
- IV. Notifying in writing the Vice President for Administration and the ASCSUS Board of Directors of any loss of property or unauthorized acts committed or alleged to have been committed by any officer or employee of ASCSUS within twelve (12) hours of becoming aware of or notified of any incident of actual or suspected theft, defalcation, fraud, or other irregularity involving auxiliary organization funds, property or other resources. In the absence of the Executive Director, the ASCSUS President shall fulfill this duty;
- V. Reporting changes in the ASI Articles of Incorporation or ASI Bylaws to the Contract Services and Procurement Department of the Chancellor's Office within 30 calendar days, per the Compilation of Policies and Procedures for California State University Auxiliary Organizations Section 11.6.1, Reporting Changes in Articles of Incorporation and Bylaws;
- VI. Such other duties and responsibilities as may be necessary to effectively manage the day-to-day operations of ASCSUS.
  - i. Failure to fulfill the above duties may be grounds for discipline, up to and including termination.

**C. Employment of the Executive Director**

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## OPERATING RULES

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- I. The Executive Director is a regular employee of Associated Students, Inc. and shall be hired and terminated by a two-thirds (2/3) majority vote of the Board of Directors, in consultation with the University President and Vice President for Student Affairs.
  - i. In the case of Executive Director's termination, the Board of Directors shall seek legal counsel before taking action to assess any adverse consequence of the proposed termination.
  - ii. The Vice President for Student Affairs' consultation shall include participation in an ASCSUS Board of Directors' closed session discussion (Per Gloria Romero Open Meeting Act, Section 89307, Closed Session), in which an action of hiring or terminating the Executive Director is discussed.
  
- II. The Executive Director reports to the Board and is supervised by the ASCSUS President on behalf of the Board.
  
- III. In the event of a vacancy in the Executive Director position, the Board of Directors shall convene a Special Meeting to decide on an interim management plan including the appointment of an interim Executive Director who shall be responsible for carrying out the duties and responsibilities of the Executive Director. The Board shall commence a search process as follows:
  - i. Under the direction of the ASCSUS President and approval of the Board of Directors, a search committee representing various ASCSUS stakeholders shall be convened. Representation of the search committee shall include, but not be limited to:
    - ASCSUS President, who shall serve as the chair;
    - One (1) ASCSUS Vice President recommended by the ASCSUS President and approved by the Board;
    - One (1) non-executive Director recommended by the ASCSUS President and approved by the Board;
    - One (1) student-at-large recommended by the ASCSUS Vice President of University Affairs, in consultation with the ASCSUS President, and approved by the Board;
    - One (1) ASCSUS management employee recommended by majority vote of the Management Work Team;
    - One (1) ASCSUS non-management employee recommended by majority vote of the ASCSUS Employee Advisory Committee;
    - One (1) University representative appointed by the University President;
    - One (1) representative appointed by the Vice President for Student Affairs;
    - One (1) faculty representative appointed by the Faculty Senate;
    - Any other representative(s) recommended by the ASCSUS President and approved by the Board.
  - ii. Under the direction of the search committee chair, the ASI Human Resources Manager shall provide guidance and assistance to the committee to ensure all standards of recruitment and hiring are met.
  - iii. The search committee shall screen all eligible applicants and determine which candidate(s) to interview.
  - iv. The search committee shall provide appropriate opportunities for the Board and other stakeholders to meet interviewed candidates and provide feedback for the committee's consideration.

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## OPERATING RULES

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- v. The search committee shall recommend their nominee(s) to the Board of Directors. In the event that the nominees are unacceptable to the Board, the Board may fail the search and shall determine an alternate course of action; e.g., reopen call for application or appointment of an interim Executive Director.
- IV. Immediately following a favorable vote by the Board and consultation with the University President and Vice President for Student Affairs (per 500.1, B, 1.b), the ASCSUS President, with the assistance of the ASI Human Resources Manager, shall extend an offer of employment and employment terms to the selected candidate.
- V. The Board may provide an employment agreement to accompany the offer of employment to their chosen candidate at the time of hiring.
- VI. In the event the Executive Director submits a written statement of resignation, the ASCSUS President on behalf of the Board of Directors shall determine the onset of the search process, in consultation with the Vice President for Student Affairs.

### D. Executive Director Evaluation

- I. The performance of the Executive Director shall be evaluated annually, no later than the end of the spring semester Board term, by the ASCSUS President. The evaluation shall be developed in collaboration with the Vice President for Student affairs (VPSA), who will provide input and assist in drafting the evaluation language to ensure alignment with **California State University expectations and standards**. The draft evaluation will be presented to the ASI Executive Board as a discussion item and, following that discussion, refined in coordination with the VPSA prior to finalization. Final approval of the evaluation shall require written acknowledgement from the Vice President for Student Affairs. If the evaluation identifies areas in need of improvement, subsequent evaluations maybe conducted within two months of the original evaluation to assess progress in those areas. A written copy of the final evaluation, including the VPSA's written acknowledgement, shall be placed in the Executive Director's personnel file.
  - i. In the event that the ASCSUS President does not complete an evaluation of the Executive Director, the Vice President for Student Affairs, in collaboration with the ASI Executive Board, shall be responsible for completing the evaluation.

**600.1 GENERAL POLICIES**

**A. It shall be the policy of ASCSUS that:**

- I. The Director of Finance and the Executive Director shall ensure that adequate and correct accounts of properties and business transactions of the corporation are held and maintained. The books of accounts shall at all times be open to inspection by any Director. The audited financial statements shall be open to any inquiring party.
- II. The Executive Director and Director of Finance shall be given power to deposit all moneys or other valuables in the name and to the credit of the corporation with such depositories as may be designated by the Board. The Executive Director and Director of Finance shall oversee the disbursement of funds and establish delegation of authority of the corporation in accordance with the annual budget or by order of the Board. The Executive Director and Director of Finance shall make available whenever requested an accounting of all transactions and the financial condition of the corporation. The Executive Director and Director of Finance shall have such power necessary to carry out these functions.
- III. All financial transactions must conform to federal, state, local and University laws and rules governing the operations of non-profit auxiliaries. All required financial, tax and other reports will be filed when required.
- IV. All expenditures, except for petty cash shall be made by check, ACH/wire, or credit card. All expenditures will have documentation that meets standard accounting procedures.
- V. An Independent Certified Public Accountant will be hired by the Board of Directors on an annual basis to audit all books, records, and reports. The Board may authorize emergency audits as necessary.
- VI. The Director of Finance, and the Executive Director will ensure that an internal accounting control system will be maintained to ensure effective fiscal management and safeguarding of assets from misappropriation.

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## OPERATING RULES

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### 600.2 SPECIFIC POLICIES

#### A. It shall be the specific policies of ASCSUS that:

- I. **SERVICE FEE POLICY:** The Service Fee Policy shall guide ASCSUS in the setting of appropriate fee levels for its programs. The fees assessed to students for using ASCSUS programs are to be comparable or below community rates whenever possible. The Finance and Budget Council will establish the service fees as part of the budget process.
- II. If necessary, the Vice President of Finance, the Director of Finance and the Executive Director may be established as a task group by the Board to review fees charged by ASCSUS. This task group may make recommendations to the Board regarding all ASCSUS fees after consultation with the Program Directors.
- III. ASCSUS will develop position classifications and salary ranges that are comparable to the most appropriate CSU position. The Board will annually review the benefit package for comparability with the University's benefits.

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## OPERATING RULES

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### **STRATEGIC PLANNING FUND**

- I. The purpose of the Strategic Planning Fund shall be to support the annual strategic plan of the Board. Examples of these costs include but are not limited to staff time, printing and duplication, and meeting costs.
- II. The funds are available for initiatives which will support the entire campus community. And these funds shall be used to promote the mission and purpose of Associated Students, Inc. and the University.
- III. The Fund shall not be used for events, unless explicitly and directly related to the Strategic Plan.
- IV. Any legislation that requests an allocation of money from the Strategic Planning Fund must cite the relevant strategic priority which the expenditure supports.

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## OPERATING RULES

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### 700.1 INTERNAL PROGRAMS & SERVICES

ASCSUS shall maintain operation and sponsorship of programs and services that support the mission, purpose and values of the organization as prescribed in the ASI Bylaws. The following departments are approved and supported by the Board of Directors:

- I. Aquatic Center**
  - I. The Aquatic Center supports the academic mission of the Sacramento State by providing academic and leisure classes, as well as competitive programs in the areas of boating and water sports. The Aquatic Center is also a regional boating safety center, which works in cooperation with the State Department of Boating and Waterways to offer boating safety instruction and programs.
  
- II. Business & Administration**
  - I. The Accounting Services Office serves as the corporate accounting office and provides a full array of financial services, which shall include payroll and student services.
  
- III. Children's Center**
  - I. The Children's Center provides a high-quality child-care program for the campus community which supports the academic and personal endeavors of students, staff, faculty, and volunteers in the CSUS community.
  
- IV. Peak Adventures**
  - I. Peak Adventures enriches the Sacramento State learning experience through adventure education and leadership development.
  
- V. Student Engagement & Outreach**
  - I. Student Engagement & Outreach (SEO) department enhances the collegiate experience of Sac State students by increasing their awareness of ASI resources and providing them with meaningful engagement and leadership opportunities. SEO's outreach and programs KSSU Student Run Radio Station, Safe Rides, and A-Team offer opportunities that will assist students with personal growth, developing civic responsibility, embracing differences, and establishing connections within the campus and surrounding community.
  
- VI. Student Government**
  - i. The ASCSUS Government Office strives to represent, educate, and support the students of CSU, Sacramento. The Government Office will do this by proactively seeking and voicing the opinions of our diverse student body. Our aim is to operate programs to enhance learning and encourage student involvement in the formation of civic-minded citizens. In doing so, we will be a resource for the many needs of the students of CSU, Sacramento.
  - ii. The Office of Governmental Affairs informs the students of Sacramento State about different political issues that affect higher education in the State of California, as well as lobbies the State Legislature on behalf of the students and the Board of Directors.
  
- VII.** ASCSUS internal programs and services will be subsidized, as needed. Department directors shall submit an annual budget in accordance with procedures and deadlines established by the ASI Director of Finance and the ASI Finance & Budget Committee, and shall be approved by the ASI Board of Directors.
  
- VIII.** Under the direction of the Executive Director, department directors shall prepare annual department strategic priorities and provide end-of year progress reports. Department strategic priorities shall be presented to the ASI Board of Directors at the onset of each academic year.

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## OPERATING RULES

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- IX. Each department shall follow applicable ASCSUS policies and develop others specific to their department, as needed. These policies may be subject to Board review, approval, and/or repeal.
- X. In order to create and maintain a professional and, coherent look, all material produced by ASCSUS operations and grant activities funded by ASCSUS must adhere to the following guidelines:
  - i. ASI Identity Guide shall be the primary and single source used in establishing ASI's marketing presence. The ASI Identity Guide will be established through the ASI Marketing Committee and approved by the ASI Executive Director in consultation with the ASI Board.
    - a. All changes to the ASI Identity Guide must be made by the ASI Executive Director in consultation with the Board of Directors.
    - b. The Identity Guide shall provide logos that prominently include "Associated Students, Inc." above a program logo unless the graphic design team of Student Engagement and Outreach or ASI's professionally hired marketing consultants recommends otherwise in proposed mock-ups and logotypes.
  - ii. The ASI Identity Guide will be mandatory for all purchases, websites, promotional materials, social media outlets, and any other items associated with ASI programs and services.
  - iii. Material for ASCSUS departments should include the ASCSUS logo.
  - iv. Material for activities funded through ASCSUS grant funds or DOC funds should acknowledge the source of funds and include the "ASI funded" logo.
  - v. Department directors are responsible for the implementation of these guidelines for all of the activities under their department. Exceptions to the Operating Rule for ASCSUS departments or grant recipients must be made to the ASI Executive Director in writing. Exceptions to this Operating Rule for clubs funded through DOC must be made through the DOC Committee.

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## OPERATING RULES

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### 800.1 ASCSUS GOVERNING DOCUMENTS

#### A. Articles of Incorporation

- I. Articles of Incorporation may only be amended by the initiation of the “membership” as specified in Bylaw XI.B

#### B. Bylaws

- I. ASCSUS Bylaws may only be amended by the “membership” as specified in Bylaw XI.B

#### C. Operating Rules

- I. ASCSUS Operating Rules shall be governed by the ASCSUS Bylaws and shall:
  - i. Provide the Board of Directors with direction on the daily operation of the corporation.
  - ii. Be amended by the Board of Directors as specified in these Operating Rules.

#### D. Election Code

- I. ASCSUS Elections shall be governed by the ASCSUS Election Code which shall:
  - i. Be an attachment to these Operating Rules.
  - ii. Be updated every year no later than the third Board Meeting of the fall semester.
  - iii. Include all Election Code Guidelines
  - iv. Include all Election Complaint Committee Guidelines
  - v. Include all Appellate Council Guidelines
  - vi. Include all Campus Life University Ballot Revenue Policy

#### E. Human Resources Manual

- I. ASCSUS Human Resources Manual shall:
  - i. Serve as the guiding policies of employment for all ASCSUS employees.
  - ii. Comply with all federal and state employment laws and guidelines.
  - iii. Be maintained by the Human Resources Manager as part of the general responsibility for ASCSUS Human Resources assigned to the Executive Director and delegated to the ASCSUS Human Resource Manager.
  - iv. Be reviewed annually by the ASCSUS Employee Advisory Committee.
  - v. Require Board of Directors’ majority vote of approval for amendments.

#### F. Financial Policy Manual

- I. ASCSUS Financial Policy Manual shall:
  - i. Provide ASCSUS Board of Directors, Executive Director, Departments, and Business Office personnel with direction and guidance in connection with those financial transactions, procedures, and reports that should be uniform throughout ASCSUS.
  - ii. Be maintained by the Business Office as part of the general responsibility for ASCSUS financial policy assigned to the Executive Director and delegated to the ASCSUS Director of Finance.
  - iii. Require Board of Directors’ majority vote of approval for amendments.