

**ASCUS OPERATING RULES**  
**Revised December 18, 2020**

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## **OPERATING RULES-SECTION ONE**

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### **100.1 DECLARATION OF VALUES**

The foundation of our beliefs 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.

### **100.2 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.

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## **OPERATING RULES-SECTION ONE**

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### **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.

### **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. The ASCSUS Board Associate, 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.

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## OPERATING RULES-SECTION TWO

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### 200.1 OFFICERS OF THE BOARD OF DIRECTORS

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

1. The President shall function as the Board's Chief Executive Officer (CEO) and shall oversee all administrative and financial operations of ASCSUS.
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 12<sup>th</sup> week and no later than the 14<sup>th</sup> 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. He/she shall express the interests of the students at all times during his/her 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.

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## OPERATING RULES-SECTION TWO

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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 hold two (2) student open forums per semester to allow students, to express opinions, concerns, suggestions, questions, and ideas to the Board.
7. The EVP shall be responsible for publicizing ASCSUS proceedings in accordance with the Bylaws, Operating Rules, and appropriate governing documents.
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 EVP shall be charged with the duty of documenting and enforcing all Board accountability.
  - a. The EVP shall be able to hold Board Members accountable by having a "three strikes" policy. Each "strike" would be in response to a Director's failure to regularly meet one of their duties as stated in the ASCSUS Bylaws and Operating Rules. The EVP shall give an elected Director a strike in agreement with the President and after three strikes per term in office said Director would be removed from their position. Emergency legislation may then be submitted to retain the member.
    - i. The ASI President, in consultation with the Executive Director, would be responsible for holding this "three strikes" policy against the EVP.
    - ii. In situations where voting Board Members have evidence that the President or EVP have violated the three strikes policy, Board Members shall send their concern to one of the following executive board members: Vice President of Finance (VPF), Vice President of University Affairs (VPUA), or Vice President of Academic Affairs (VPAA). If a strike is merited, the strike shall be issued with a two-thirds (2/3) vote of the VPF, VPUA, and VPAA, and then shall be administered to the President or EVP. Each "strike" would be in response to a Board Member's failure to regularly meet one of their duties as stated in the ASCSUS Bylaws and Operating Rules.
  - b. In the event of a state or federally declared state of emergency, campus closure, or natural disaster, the EVP, in consultation with the President and Executive Director, shall have the ability to excuse one or more of a Directors duties, as stated in the ASCSUS Operating Rules.
  - c. Each semester the EVP shall review and revise the three strikes policy. The list shall be revised each semester as the EVP's expectations for delivery dates will change.
    - i. Three Strikes Policy.  
What constitutes as a strike:

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1. One absence to the following meetings without 72 hour in-advance notification to the Executive Vice President or emergency excuse:
  - a. Required working board or formal board meetings
  - b. Scheduled meetings (such meetings include monthly accountability meetings, all committee meetings, monthly meetings with deans, etc.)
  - c. Absence: more than 15 minutes late to a meeting, or a no show.
2. Three absences to the meetings listed above with notification to the Executive Vice President
  - a. As stated in the ASI Bylaws VII. E. 1:
    - i. “A Director who misses more than two consecutive regular meetings (unexcused) or more than three meetings, regular and/or special (unexcused), during their term of office, will be removed from office at the next regularly scheduled Board meeting. The Executive Vice President, in consultation with the President and Executive Director, will deem what constitutes an excused absence.”
3. Two late arrivals or early departures without 72 hour in advance notification to the Executive Vice President or emergency excuse, for working board and formal board meetings
  - a. Late Arrival: up to 15 minutes after the prompt start of the meeting
  - b. Early Departure: any time prior to the adjournment of the meeting
4. Three late arrivals or early departures to meetings listed above with proper notification to the Executive Vice President
5. Two instances of improper attire worn to formal board meetings or formal university and community events
  - a. Proper attire includes business casual attire
    - i. ASI polo with skirt or pants for formal board meetings
    - ii. Blouse, button up shirt, or dress for formal university and community events
6. Non-placement on necessary internal/university committees by the end of the 5<sup>th</sup> week of school.
7. Two weeks of insufficient office hours without notification to the Executive Vice President per semester.
  - a. Notification to the Executive Vice President must be made 1 week in advance other than in case of family emergency, poor health, or severe transportation or academic issues.
  - b. If an academic conflict arises, notify the EVP immediately. Exceptions can be made to excuse insufficient office hours per faltering grades, important non-reschedulable professor meetings, etc. The EVP and director will meet or connect to discuss the best route of maneuver.
  - c. Insufficient office hours are defined as less than 4 hours per week.
8. Three consecutive weeks, or five total weeks per semester of inexcusable insufficient office hours with notification to Executive Vice President.
  - a. Excusable reasons for missed office hours are as follows:
    - i. Event or activity that is listed under the particular board members duties and responsibilities. This includes events that directly support or involve a member’s constituency or college, and ASI events.
    - ii. Non-standing committee meetings that attendance to directly benefits the constituents of the board member, or falls under the duties of the board member.
    - iii. Illness, family emergency, academic emergencies, etc.
9. Failure to present to at least seven (7) classrooms and /or clubs by the 15<sup>th</sup> week of the semester.
10. Positional Bulletin Board needs to be updated by the 5<sup>th</sup> week of the semester.
  - a. Updates should be whatever the Director deems appropriate.

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- b. Updates should include specific updates on Director's plans/involvement for any projects they are working on for their constituents
  - 11. Failure to attend 10 events by the 14<sup>th</sup> week of the semester or have a scheduled date, for the fall semester.
    - a. These can be University, Constituent, ASI and OGA events.
  - 12. Failure to fulfill time sensitive duties as presented in the Operating Rule.
  - 13. Failure to meet with Strategic Priority groups and put in effort on the priorities signed up for.
  - 14. Failure to respond in a timely matter to emails that are time sensitive or require response.
    - a. More than two occasions of non-responsiveness.
  - 15. Failure to conduct oneself in a professional manner. See Operating Rules H. 2.
    - a. Professional manner includes during office hours, when in any ASI office, during board, committee, dean and students meetings, and any other time in which one is representing ASI.
- d. The EVP should present expectations no later than the Board's 2<sup>nd</sup> Working Board Meeting of the semester.
- e. Directors may appeal individual strikes given by the EVP to the Executive Committee within two weeks of the strike notice. The appeal will be heard no later than the next Executive Committee meeting.
- i. During the Executive Committee meeting, the EVP will first explain why the strike was given. The Director shall then present their case for why the strike given is invalid.
  - ii. The Executive Committee, by majority vote, will determine if the strike is to be removed. If a majority vote is not received, the strike will stand.
12. The EVP shall complete other duties as assigned by the ASCSUS President, the Board of Directors or these Operating Rules.

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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.



#### 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 a committee handbook and current information about 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 him or her 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 a semester forum with all the students appointed to committees.
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 work with the Student Technology Center (STC) on campus to promote ASI programs and work to bring awareness to the resources on campus for student use, especially the STC workshops and programs.
8. The VPUA shall meet with University Administrators that are charged with student safety 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 for Student Success and Support
  - b. Vice President of Student Affairs
  - c. Victims Advocate
  - d. Associate Vice President of Student Health & Counseling Services
9. 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) system wide initiatives.
10. 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 function as the Board's representative responsible for all academic related issues such as, but not limited to: 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 be responsible for aiding students in understanding the process of the Student Grievance Procedures, Students Rights and Responsibilities, and the Grade Appeal Process which are outlined in the CSUS University Manual.
4. The VPAA shall present an Academic Affairs Report to the Board of Directors, by the end of fall semester that outlines progress related to student academic success, as well as a plan to continue addressing the academic issues students are facing. The VPAA Report shall include:
  - a. Briefing the board on progress regarding academically related strategic priorities, as well as other relevant projects and initiatives.
  - b. Presenting an advocacy plan to further affect policy or institutional change to achieve relevant strategic priorities and overall student academic success.
5. The VPAA shall meet at least once a semester with each College Director to discuss academic issues related to their respective College and to develop action plans, if needed, to advocate on these issues.
6. 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
  - c. Associate Vice President for Enrollment and Student Services
  - d. Executive Director of University Initiatives and Student Success
  - e. Director of Career Center
  - f. Chair of the Faculty Senate
  - g. University Grade Appeal Manager
  - h. Director of Academic Advising
  - i. Associate Vice President for International Affairs
  - j. Vice President of Inclusive Excellence
7. The VPAA shall attend at least one conference or CSU Academic Senate per year, which addresses academic issues relevant to CSUS.
8. The VPAA or designee may sit as a member of 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.) Should VPAA decide not to sit on these committee (s), VPAA shall work in conjunction with VPUA to appoint students to serve on these committees.
9. The VPAA, or designee shall sit as a member on the Strategic Planning Council, Educational Equity Committee, Faculty Senate Committee on Diversity and Equity, and Faculty Senate Academic Information Technology Committee.
10. The VPAA must have regular meetings with appointed designees to discuss academic issues and to develop action plans, if needed to advocate on these issues. In addition, the VPAA shall incorporate updates and discussions from all the above listed committees into their monthly Board Report.
11. 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.
12. The VPAA shall chair the Student Academic Senate, which shall meet at least once a month.

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## OPERATING RULE-SECTION TWO

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13. The VPAA shall interview and recommend the students nominated by the Colleges to serve on the Grade Appeal Panel. VPAA shall forward recommendations to the Grade Appeal Manager.
14. The VPAA shall complete other duties as assigned by the ASCSUS President, the Board of Directors or these Operating Rules.
15. The VPAA, in coordination with the Executive & Board Associate, shall facilitate ASI's partnership with Capital Public Radio to support the Public Radio Experience (P.R.E.) Internship and Scholarship Award each academic semester by:
  - a. Participating in candidate interviews with Capital Public Radio staff, as able, to provide input on candidate selection only if and when all candidate interviews are equally attended.
  - b. Coordinate an end of semester report to the ASI Board of Directors, in which the intern shares the impact of experiences during their P.R.E. internship.
  - c. Provide ASI's shared financial contribution to support the P.R.E. Scholarship Award and reports the scholarship to Financial Aid Office.

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## OPERATING RULE-SECTION TWO

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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 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 Assistant to the Board.
  - b. If a Director cannot make his/her office hours, the Director must notify the Executive Vice President and Board Associate.
  - 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 Director's yearly Strategic Priorities.
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.

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## OPERATING RULE-SECTION TWO

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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;
  - b. an event hosted by the ASI Office of Governmental Affairs;
  - c. an 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 Board Associate. 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 RULE-SECTION TWO

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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 Rules and/or the JC constitution. In case the JC chooses its own recorder, all minutes shall be forwarded to the ASCSUS Recorder.
3. Director of ECS may be responsible for re-chartering the Engineering & Computer Science Joint Council (EJC) within the first month of office.
  - a. The director may hold at least one EJC meeting a month during Fall & Spring Semester.
  - b. The director may contact all the newly elected clubs/organizations of the College of Engineering and Computer Science within the first month of office.
  - c. The director shall meet with the Dean and Associate Dean of the College of Engineering and Computer Science within the first month of office.

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## OPERATING RULE-SECTION TWO

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- d. The director or designee shall recruit at least one representative from each college to serve as a representative to the Council.
4. Director of Natural Sciences and Mathematics (NSM)
  - a. The Director of NSM may re-charter the Natural Science and Mathematics Joint Council (NSMJC) within the first month of office.
  - b. 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.
  - c. 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.
  - d. 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.
  - e. The Director shall contact all the newly elected club/organizations of the College of Natural Sciences and Mathematics within the first month of office.
5. Director of Business Administration
  - a. The Director of Business Administration shall be responsible for contacting all active Business Club Presidents and give an ASI presentation to at least five (5) Business Clubs at meetings per semester.
  - b. The Director of Business Administration shall participate at Biz Fest in the fall semester and Biz Fling in the spring semester which is a great opportunity to interact with your constituents and the clubs.
  - c. The Director of Business Administration may create a Business Club Union. The Business Club Union will consist of all the active Business Club Presidents (or designees.) The purpose will be to enhance the sense of community within the clubs and the College of Business Administration.
6. Director of Health and Human Services (HHS)
  - a. The Director of HHS may re-charter the Health and Human Services Joint Council (HHSJC) within the first month of office.
  - b. The Director may serve as the HHSJC Chair.
  - c. The Director shall meet with the Dean and Associate Dean of Health and Human Services within the first month of office.
  - d. The Director may make contact with newly elected club officers and interested student representatives/leaders to serve as HHSJC officers and members.
  - e. The Director may hold at least one HHSJC meeting a month during the Fall & Spring semesters.
7. Director of Education (EDU)
  - a. The Director of Education may re-charter the Joint Education Council (JEC) within the first month of office.
  - b. The Director may serve as JEC Chair.
  - c. The Director shall meet with the Dean and Associate Dean of Education within the first month of office.
  - d. The Director may make contact with newly elected club officers and interested student representatives/leaders to serve as JEC officers and members.
  - e. The Director may hold at least one JEC meeting a month during Fall & Spring Semesters.
  - f. The purpose of the JEC will be to advocate for the College of Education and its clubs/programs.

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8. Director, College of Arts and Letters (ALJC)
  - a. The Director of A & L may be responsible for re-chartering the ALJC within the first month of office.
  - b. The Director shall serve as an overseeing officer to the committee who will ensure that the council maintains and upholds its constitution.
  - c. The Director may assist in advocating for at least one member for each department.
  - d. 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.
  - e. The Director shall serve as the liaison between Associated Students and the Arts and Letters Joint Council.
  - f. The Director shall meet with the Dean and/or the Associate Dean of the College of Arts and Letters.
  
9. Director, Social Sciences and Interdisciplinary Studies (SSISJC)
  - a. 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.
  - b. The Director may serve as SSISJC Chair.
  - c. The Director shall meet with the Dean and Associate Deans of Social Sciences and Interdisciplinary Studies within the first month of office.
  - d. The Director shall make contact with newly elected club officers and interested student representatives/leaders to serve as SSISJC officers and members.
  
10. Director, Undeclared Students (USC)
  - a. The Director of Undeclared Students may re-charter the Undeclared Students Council before the Student Organizations & Leadership (SO&L) club renewal deadline.
  - b. The Undeclared Student Council 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.
  - c. 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.
  - d. The Director may serve as an overseeing officer to the council who will ensure that the council maintains and upholds its constitution.
  - e. 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.
  - f. The Director shall serve as the liaison between Associated Students, Inc. and the Undeclared Students Council.
  - g. The Director shall meet with the Academic Advising Center.



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11. The Director of Graduate Studies may be responsible for maintaining the Graduate Student Advisory Council (GSAC).
  - a. 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.
  - b. The Director may re-charter the GSAC before the Student Organizations & Leadership (SO&L) club renewal deadline.
  - c. The Director may ensure the GSAC is comprised of at least four (4) graduate students.
  - d. 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).
  - e. 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.
  - f. The Director and the Dean may hold an orientation session for the incoming GSAC representatives before the end of each spring term.
  
12. 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.
  - a. Each joint council, club or council will be allocated \$250 each fall semester. 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.
  - b. 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 College, Undeclared, and Graduate Director will coordinate with the ASI Vice President of Finance and the ASI Executive & Board Associate to pay for the goods or services being requested for the kick off.

The use of these fund is up to the discretion of the ASI College, Undeclared, and Graduate Director for their representative constituencies. The use of these funds must follow the same DOC funding guidelines as outlined in the ASI Operating Rules.

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### **H. 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 VIIE. 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 (Board Associate) 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.

### **I. 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**

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 annual board retreat. Advisory members are required to submit written monthly reports. Advisory members do not have the privilege of initiating legislation or voting.

- A. 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. Transfer Student Association Representative
  - 6. Division of Inclusive Excellence Representative

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### 200.3 BOARD OF DIRECTOR APPOINTMENTS

- A. A vacancy on the Board shall be declared if one of the following events occurs:
1. 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, Article XIII and ASI Bylaw IX.A.3.
  2. A board member voluntarily resigns their position prior to the completion of their prescribed term in office.
  3. 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.
  4. A board member is removed from office, per ASI Bylaw VII.E.
- B. In the event of a vacancy on the Board, the following guidelines shall be utilized by the ASCSUS President to carry out ASCSUS Bylaw VII.D.
1. 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, the President shall determine the most effective means of advertisement of the vacant position.
    - a. The ASCSUS President shall advertise and form a search committee for the vacancy as follows:
      - i. 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
      - ii. 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
      - iii. The committee must include one (1) elected board member, other than the ASCSUS President, and the Executive Director or designee
      - iv. 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
      - v. Remaining positions may be filled by Board members and/or students at large and/or ASI student assistants
      - vi. The search committee shall be consistent for the entire appointment process
  2. 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.
  3. The ASCSUS President shall submit a nomination for each vacancy to the Board no later than thirty (30) days from the commencement of advertising. 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:

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## OPERATING RULE-SECTION TWO

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- i. Recommend another qualified candidate
  - ii. Recommend that there is no qualified candidate
    - a) Upon this recommendation, the Board may, with a majority vote, require another member of the Board to search for a candidate.
  - iii. Recommend re-advertisement of the vacancy
    - a) This recommendation shall only be made in the event that no qualified candidate applies for the position.
4. Neither the President, nor any other member of the Board, shall nominate a candidate who within the prior 12 months has:
  - a. been removed from the ASI Board of Directors
  - b. voluntarily resigned from the ASI Board of Directors, or
  - c. did not take office once elected.
  - d. This section may be suspended by a 2/3 vote of the Board.

### **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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### 200.5 IMPROPER CONDUCT AND PROCEDURES

- A. 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.
- B. 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.)**
- C. 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.

#### **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 he or she has read and is in compliance with this policy.

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### 2. **Covered Transactions**

This policy applies to transaction 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

- a) 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 Relationships with the Covered Person own, in the aggregate, more Than 10 percent; or
- c) 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, he or she has 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 his or her personal influence to encourage ASI to enter into the Covered Transaction;
- c) physically excuse himself or herself 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.

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**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
- 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 Bylaw VII E (3).
- 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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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 his or her signature that he or she is 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 RULE-SECTION TWO

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### 200.6 RECALL ELECTION PROCEDURES

- A. 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.
- B. Procedures for a recall election shall be compatible with provisions of the ASI Election Code, the ASCSUS BYLAWS and the guidelines outlined in the following:

#### Qualifying Valid Language

- a. 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.
  - b. A separate petition must be registered and qualified for each Director being recalled.
  - c. 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 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 academic days of registration.
  - d. Recall ballot language must include the specific name and office held of the elected official being recalled.
  - e. 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.
2. Qualifying Petition Signatures
- a. Each signature received must include the student's name in legible print, the student's signature, and the student's social security number.
  - b. 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.

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## OPERATING RULE-SECTION TWO

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3. Recall Election
  - a. Per ASCSUS BYLAW VII.E (2), 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 his/her 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 RULE-SECTION TWO

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### 200.7 BOARD OF DIRECTORS SCHOLARSHIP

#### A. Scholarship Criteria

1. Members of the Board of Directors as defined in ASI Bylaw Section VII B(2), Elected Directors, shall receive Board of Directors Scholarships:
  - a. ASI President
  - b. ASI Executive Vice President
  - c. ASI Vice President of Finance
  - d. ASI Vice President of University Affairs
  - e. ASI Vice President of Academic Affairs
  - f. Directors of each College, Undeclared, and Graduate Students
2. Members must meet all Director requirements to hold office as prescribed in ASI Bylaw Section VII B. (4), Qualifications, to be eligible for Board of Directors Scholarship.
3. 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 his/her 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.

#### B. Scholarship Award

1. 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:
  - a. ASI President -70%
  - b. ASI Executive Vice President, ASI Vice President of Finance, ASI Vice Presidents of University Affairs and Academic Affairs -60%
  - c. Directors of each College, Undeclared, and Graduate – 35%
2. Scholarships will be administered through the ASI Business Office in the following manner:
  - a. The Board Scholarship shall not be disbursed any earlier than one week prior to the onset of the fall semester and spring semester respectively.
  - b. 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 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.”

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- c. The Scholarship shall be allocated in equal amounts; 50% each semester (semester amount will be split into two (2) disbursements).
- d. 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.
- e. 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.
- f. The ASI Director of Finance and Administration shall prepare an annual statement of scholarship earnings for the calendar year for each board member.
- g. The ASI Executive Director and/or Executive & Board Associate shall assist each Board Member with a review of their scholarship award and their consultation with a Sacramento State Financial Aid officer, if needed.

### C. 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:
  - a. 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
  - b. Three students-at-large recommended by the ASI Vice President for University Affairs and approved by the Board of Directors
  - c. 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.
  - d. ASI Executive Director
  - e. ASI Director of Finance & Administration
  - f. Sacramento State Director of Financial Aid or designee
- 3. 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.
- 4. Any changes shall be voted by the Board of Directors; approved changes will take effect the next fiscal year.

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## OPERATING RULE-SECTION THREE

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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 Board Associate, 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.

### **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:

Call to order

Land Acknowledgement

Pledge of Allegiance

Moment of Silence

Roll Call

Approval of Any Unapproved Minutes

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.

Special Presentations

Consent Calendar

Unfinished Business

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 see more information on any issue.

Board Reports

Announcements

Adjournment

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### OPERATING RULE-SECTION THREE

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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.

D. 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.

E. Open Forums: The Board shall hold an open forum before approving legislation with an expense over \$10,000 not previously approved in the annual budget. The Chair shall explain both the procedures and purposes at the meeting. Open Forum Procedures:

1. During Open Forum, any member of the audience may address the Board to make suggestions and/or, express concerns on the legislation.
2. Open Forum may last up to a total of fifteen (15) minutes with no more than three (3) minutes allotted to each speaker. An additional thirty (30) minutes may be added by a majority vote of the Board. Under no circumstances may Open Forum last longer than a total of forty-five (45) minutes.

F. Rules of Debate: Each Director or Advisor may speak twice (2) on each motion, on the same day, for up to five (5) minutes each time.

G. Closed Session: The Board may hold closed session as necessary under the regulations of the Education Code Section 89307.

1. 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.
2. The Executive Director or Legal Counsel can present Closed Session items.
3. 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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## OPERATING RULE-SECTION THREE

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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).
  - 1. Will be held on alternating Wednesdays at 2:00 pm.
  - 2. All agendas shall be posted with all topics of discussion as is specified.
  - 3. The Executive Vice President shall serve as facilitator. He/she shall not be excluded from the discussion. The Executive Vice President shall set time limits for discussion on each item.
  - 4. Working Board Meetings are for discussion only. Accordingly, there shall be no binding votes taken or any decisions made.
  - 5. As no decisions are to be made, the quorum shall consist of those members present.
  - 6. 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:

- Call to Order
- Roll Call
- Public Comment
- Special Presentations
- Committee Reports
- Agenda Review for next regular Board Meeting
- Announcements
- 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.



## **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):
    - i. Work stoppage or other activity that severely impairs public health, safety, or both;
    - ii. Crippling disaster that severely impairs public health, safety, or both.
    - iii. Any other situation deemed necessary to protect the integrity, security, or financial stability of ASCSUS and all of its members;
    - iv. Other circumstances as specifically authorized by Education Code Section 89306.5.
  - b. Legislation considered at the Emergency Meeting may, but is not required to, have a first reading at a Working Board Meeting.

**300.3 LEGISLATION**

A. All legislation submitted to the Board shall take the following format:

Date: (Date of Regular Board Meeting Legislation will be voted on)

To: (Who is this addressed to?)

From: (Who is writing this?)

Subject: (What is this about?)

- I. PURPOSE/HISTORY (Give the Board a clear understanding of the background of the issue. Why does this need to be addressed?)
- II. RECOMMENDATION (State the recommended action. Is there any required implementation that has to take place?)
- III. 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?)
- IV. FINANCIAL IMPACT (How much money will this cost? Where will the money come from? Provide a budget if there are multiple expenses.)
- V. 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.)
  - 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.
    3. 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.
    4. The Board shall adopt emergency legislation by a two-thirds (2/3) vote.

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### **OPERATING RULE-SECTION THREE**

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- C. The authors of legislation shall give a written and/or email notification to all Board members outlining any substantive changes that are made to their legislation after the first introduction of the legislation at a working board meeting.
1. The notification shall be given to the Board at least 24 hours before the regular board meeting, in which the legislation will be voted. If the authors of the legislation fail to notify the Board appropriately, the legislation shall be postponed to the next regularly scheduled board meeting.
  2. The authors shall be required to update their legislation on the legislative database with those exact changes at least 24 hours before the regular board meeting, in which the legislation will be voted.
  3. This shall not apply to emergency legislation, legislation at special board meetings, and legislation at emergency meetings.

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## OPERATING RULE-SECTION THREE

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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 & Board Associate, and Administrative Assistant to plan and implement the Board of Directors' induction and orientation.

#### A. Board of Directors' Transition Event

1. In accordance with ASI Bylaw VIII A (3), 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 Bylaw VII.B.4.a)
2. Outgoing Board members will present their Board Transition Binder to their respective incoming member at the Transition event.

#### B. Oath of Office

1. 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 he/she sees fit in accordance with appropriate timing.
2. If the incumbent ASI President is also the incoming President, he/she shall be sworn in by the Executive Director.

#### C. Board Orientation

1. 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.

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## OPERATING RULE-SECTION THREE

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### 2. 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.
- b. Objectives of orientation are:
  - i. To familiarize the Board of Directors with the administrative organization of ASCSUS.
  - ii. To familiarize the Board of Directors with the procedural rules, applicable laws, and long-term directional goals of ASCSUS.
  - iii. To familiarize the Board of Directors with the: tasks, rules, procedures, authorities, and the responsibilities specific to their office.
  - iv. To familiarize the Board of Directors with matters of current interest to the University community and ASCSUS.
  - v. To familiarize the Board of Directors with their financial responsibilities and liabilities.
  - vi. To acquaint the Board of Directors with each other and to develop communication among themselves so that they can work together effectively and productively.
  - vii. To transition incoming Board Members through: experiential education, issue discussion, and strategic planning.
  - viii. To discuss pertinent topics of the upcoming term including goals and projects for each office

### D. Required Information for Board Members

- 1. The current and previous year budgets broken down by department
- 2. A contact list of all members
- 3. The previous semester's strategic goals
- 4. ASCSUS's legislation guidelines
- 5. ASCSUS's organizational charts-including Executive Director's Contract/Job Description and Officeholder's Duties

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## OPERATING RULE-SECTION THREE

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### 300.5 BOARD RETREAT

The ASI Executive Vice President shall work in conjunction with the ASI Executive Director, Executive & Board Associate, and Administrative Assistant to plan and implement the Board of Directors' Retreat(s).

#### A. Purpose

1. 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.

#### B. Policies

1. Board Retreat shall be held twice a year, once prior to the onset of Fall Semester and once during the Winter Intersession.
2. All ASCSUS Board members must attend the Retreat.
3. Objectives of the retreat are:
  - a. To discuss matters of current interest to the University community and ASCSUS.
  - b. To discuss the organization's strategic plan and other source documents.
  - c. To develop the Board of Directors' strategic objectives and action plan for their term in office.
  - d. To develop communication among Board of Directors so that they can work together effectively and productively.
  - e. To plan a working calendar of ASCSUS to be posted in the ASI Government Office.
  - f. To evaluate performance of the Board and review progress on the Board's strategic objectives at the mid-year retreat.
  - g. To familiarize Board members with each other to increase ability to discuss issues with each other in a comfortable manner.

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## OPERATING RULE-SECTION THREE

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### 300.6 BOARD DEVELOPMENT

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.

- A. 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.
  - 1. The August Safe Zone training and Dreamer Ally training shall be planned no later than June.
  - 2. 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.
- B. Topics for Board development will be identified during the Board of Directors' summer Retreat.
- C. The presentation of information and/or activities may be incorporated into Board orientation(s), retreat(s), or special training sessions.
- D. Topics may include, but are not limited to:
  - 1. Introduction to Roles and Responsibilities
  - 2. Introduction to Entities & Documents that Govern the Board
  - 3. Understanding Fiduciary Responsibility & Conflict of Interest
  - 4. Introduction to ASI's Organizational Structure
  - 5. Introduction to CSU, CSSA and CSUS Structures
  - 6. Establishing Relationships with the University
  - 7. Introduction to Parliamentary Procedure
  - 8. Understanding the Legislative Process & Writing Legislation
  - 9. Strategic Planning Process & Setting Board's Annual Strategic Objectives
  - 10. ASI Annual Budget
  - 11. Board Travel & Business Reimbursement Policies & Procedures
  - 12. Ethical Leadership
  - 13. Leadership Style (s)
  - 14. Public Image & Media
  - 15. Establishing Group Norms & Expectations

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## OPERATING RULE-SECTION FOUR

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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:
  - 1. Finance and Budget Committee (400.2)
  - 2. Audit Committee (400.10)
  - 3. ASI Scholarship Committee (400.11)
- B. The standing advisory committees under the direction of the ASCSUS Executive Vice President are:
  - 1. Internal Affairs Committee (400.5)
  - 2. Student Marketing & Outreach Committee (400.6)
  - 3. The Green Team (400.8)
  - 4. Student Social Justice and Equity Council (400.9)
  - 5. Executive Officer Committee (400.7)
  - 6. ASI Memorial Scholarship Committee (400.14)
- C. The standing advisory council under the direction of the ASCSUS Office of Governmental Affairs are:
  - 1. Lobby Corps (400.12)
  - 2. City Ambassadors (400.19)
- D. The standing advisory councils under the direction of the ASCSUS Vice President of Academic Affairs is:
  - 1. Student Academic Senate (400.15)
- E. The standing advisory council under the direction of the ASCSUS Vice President of University Affairs are:
  - 1. Wellness, Safety & Sexual Assault Committee (SWSC) (400.16)
- F. 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.
- G. Guidelines for Councils, Committees, Work Teams, and Commissions:
  - 1. Term of office shall expire on May 31st.
- H. 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.
  - 1. 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.
  - 2. 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
  - 1. 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.
  - 2. A quorum shall consist of 50 percent plus 1 of the voting members.



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

#### A. Membership

1. Voting Members
  - a. Vice President of Finance or designee (chair)
  - b. One (1) non-Executive Board Member Appointed by the Vice President of Finance.
  - c. Minimum of six students
  - d. Executive Vice President (or designee)
  - e. University CFO Designee to the Board of Directors
2. Non-Voting Members
  - a. ASCSUS Executive Officers or designees
  - b. Executive Director
  - c. Director of Finance & Administration
  - d. Board Associate
3. Duties and Responsibilities
  - a. Shall receive and review program proposals that financially impact Associated Students.
  - b. Shall keep in contact with all contracts and grant programs of the Associated Students.
  - c. Shall hear, decide and recommend to the Board the annual Associated Students budget.
  - d. Shall hear, review and recommend all changes to the budget.
  - e. Shall review the Student Employment Grant application budget parameters, proposed budgets for Operating Programs and Student Programs prior to assembling the budget.
  - f. 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, he/she 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.

#### B. Finance and Budget Operating Principles

##### 1. Conduct of Meetings

- a. Meetings shall be conducted in accordance with the then current edition of Robert's Rules of Order.
- b. 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.
- c. 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.

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

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

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

C. Timeline for the Student Employment Grant

1. The timeline will define a process that allows a minimum of four (4) weeks for University departments 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 also 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:

1. All program and/or activities that are not funded through a contract are required to submit an application to the ASI Student Employment Grant.
2. Total estimated program/department revenue and expenses.
3. A detailed line item of each classification of student assistants at a specific hourly rate and the total funds requested from ASCSUS.
4. Obtain their assigned Sacramento State Vice President's approval prior to being considered for funding.

### **E. 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.

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

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

If ASI denies an application for the ASI Student Employment Grant, ASI must:

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

If the department/program director disagrees with the decision, the department /program 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 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 department /program believes the application was wrongfully denied. The appeal shall be limited to the question of whether the application was

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

- A. The following shall be considered the guidelines for DOC awards:
1. The application for DOC funding will begin on a date as determined by AI and posted on its website and shared through some other announcement to the campus community, and will remain open until ASI funds have been fully awarded for that academic year. All the applications will be processed in accordance with viewpoint neutral application procedures. Awarded funds are on a first come, first served basis.
  2. To be able to submit an application and be awarded DOC funding:
    - a. The club or organization must be in good standing with the Student Organizations and Leadership Office (SO & L).
    - b. The President, Treasurer or authorized signer on the Club Agreement Form (CAF) You must submit the DOC application via Presence.
    - c. A DOC application submitted by 5:00 p.m. on the Monday will be notified of the award by the following Thursday at noon.
    - d. A current Club Agreement Form (CAF) must be on file with the ASI Business Office. A club must re-submit a new CAF anytime changes occur in authorized signers, club name, etc.
  3. Items/events awarded through DOC cannot be resold or charge admission.
  4. Reimbursement is contingent upon meeting all requirements stated in the DOC rules on the ASI website and approval by the ASI Director of Finance and Administration.
  5. The final date to be reimbursed for DOC funding reimbursements that take place during the fall semester shall be February 1<sup>st</sup>.
  6. The final date to be reimbursed for DOC funding reimbursements that take place during the spring semester shall be June 1<sup>st</sup>.
  7. The final date to be reimbursed for DOC funding reimbursements that take place during the summer DOC Session 1, which is established as the day after the final graduation date through June 30<sup>th</sup>, shall be no later than July 8<sup>th</sup>.
  8. The final date to be reimbursed for DOC funding reimbursements that take place during the summer DOC Session 2, which is established as July 1 through the last Friday before the commencement of the fall semester, shall be the Friday before the commencement of the fall semester.
  9. Organizations will be notified their award amount by noon on Thursday following the Monday deadline the application was submitted via Sac Link email to the organization's President and Treasurer (or like officers). Award amounts will also be posted on the ASI website by Thursdays following the Monday deadline.
  10. Organizations must wait until after they are awarded DOC funding to spend funds in order to be reimbursed.
- B. Guidelines to ***deny*** a request for DOC funding may include:
1. Funding is not available, and may not be used, for any of the following: door prizes, raffles, opportunity drawings, honorariums, speaker fees, donations, gifts, or give-away items.
  2. If a request is not in compliance with DOC guidelines and/or generally accepted accounting principles
  3. A club or organization is not in good standing with the S O &L Office
  4. Event took place prior to DOC funding being awarded
  5. Expenditures took place prior to approval of funding request
  6. Resubmitting a partially funded line item for additional funding for the same event
  7. A club or organization may not submit an application for an event or event date that they have already been awarded for

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8. Funding requests for scholarships
9. Expenses for alcohol, tobacco products, recreational drugs, and firearms
10. Funding requests for graduation paraphernalia or graduation related expenses
11. Funding requests for donations to other organizations, clubs, non-profits, etc.
12. Exceeding funding eligibility for fiscal year

### C. Application Decision

A club or organization shall submit the DOC application electronically via Presence. The application will be approved if it satisfies all the criteria set forth above and the DOC funds are available. The club/organization President and Treasurer and advisor will receive an email notification with the decision by noon on the Thursday following the Monday deadline on which the application was submitted. If the application is denied, the club/organization President and Treasurer will (1) receive a decision in writing via electronic mail, and (2) receive the reason (s) for the denial. If the club/organization disagrees with the decision the club/organization can appeal the decision per the appeal process described in Operating rule 400.32.

### **400.32 APPEAL OF DOLLARS FOR ORGANIZATIONS & CLUBS (DOC) AWARD**

All decisions of Associated Students, Inc. (ASCSUS) are final unless appealed in accordance with this section of the Dollars for Organizations & Clubs (DOC) Award

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

Appeals regarding the Dollars for Organizations & Clubs (DOC) awards 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 department /program director, and
- b. Identify the specific reason (s) for the denial.

If the department/program director disagrees with the decision, the department /program 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 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 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 department /program 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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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 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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**OPERATING RULE-SECTION FOUR**

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**400.4 TRAVEL FUNDS**

**400.41 National Championship Fund**

A. General Purpose

1. The National Championship Fund shall exist in order to support clubs and organizations managing their travel costs to attend national competitions.
2. Clubs and organizations must qualify for a national competition before applying for National Championship Funds.
3. 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.”
4. Each applicant may receive a maximum of up to \$1,000 per organization. A club or organization may not be funded more than two (2) consecutive years.
5. Only direct travel expenditures will be funded. This includes, but is not limited to: airline tickets, vehicle rental, rideshare and gas.
6. This eligibility is separate from the organization’s DOC eligibility.
7. The National Championship Fund follows the DOC reimbursement deadlines for the semester in which the club or organizations was funded in.

B. Allocation of Funding—The funds will be allocated on 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 time.

Allocation for National Championship Fund based on location.

Up to:	<b>Pacific</b>	<b>Mountain</b>	<b>Central</b>	<b>Eastern</b>
	\$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
			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 Championship Fund is not eligible to receive any money from any other ASI travel fund for the same event.

#### **D. Appeal of National Championship Funding**

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

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

Appeals regarding the National Championship 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 department /program director, and
- b. Identify the specific reason (s) for the denial.

If the department/program director disagrees with the decision, the department /program 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 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 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 department /program 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.



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**OPERATING RULE-SECTION FOUR**

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**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 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.

**400.42 National Transportation Funding**

**A. General Purpose**

1. The National Transportation Fund shall exist in order to support clubs and organizations managing travel expenses to attend national conferences.
2. Clubs and organizations must be attending a national conference in order to apply for National Transportation Funds.
3. All applicants must be recognized organizations as defined by those groups having filed the necessary campus organization registration forms with the Sacrament State Student Organizations and Leadership Office and deemed in “good standing.”
4. Each applicant may receive a maximum of up to \$1,000 per organization. A club or organization may not be funded more than two (2) consecutive years.
5. Only direct travel expenditures will be funded. This includes, but is not limited to: airline tickets, vehicle rental, rideshare and gas.
6. This eligibility is separate from the organization’s DOC eligibility.
7. The National Transportation Fund reimbursement deadlines adhere to the DOC reimbursement deadlines for the semester in which the club or organization was funded in.

**B. Allocation of Funds**—The ASI Director of Finance and Administration and the VPF will collaborate to decide the level of funding for each request based on the scheduling of the national competition.

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

Allocation for National Transportation Fund based on location.

	<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
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 Transportation Funding**

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

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

Appeals regarding the National Championship 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 department /program director, and
- b. Identify the specific reason (s) for the denial.

If the department/program director disagrees with the decision, the department /program 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 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 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 department /program 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 RULE-SECTION FOUR

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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 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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## OPERATING RULE-SECTION FOUR

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### **400.5 INTERNAL AFFAIRS COMMITTEE**

#### **A. Membership**

1. Regular Members
  - a. Executive Vice President or designee (CHAIR)
  - b. At least three (3) students at large
  - c. One (1) non-Executive Board Member
2. Non-Voting Ex-Officio Members
  - a. President, or Designee
  - b. Vice President of Finance or Designee
  - c. Vice President of University Affairs or Designee
  - d. Vice President of Academic Affairs or Designee
  - e. Executive Director
  - f. Director of Finance and Administration

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

1. The Committee Chair shall be responsible for familiarizing all members of the Committee with all ASI Governing documents.
2. The Committee shall conduct a periodic review of the ASCSUS Operating Rules and will make recommendations to the Board for needed changes.
3. 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.
4. The Committee shall complete projects assigned by the Board or the Executive Vice President.
5. The Chair shall not be vested with the power to vote on any proposed legislation.
6. The Committee shall meet at least quarterly.

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## OPERATING RULE-SECTION FOUR

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### 400.6 STUDENT MARKETING AND OUTREACH

#### A. Membership

1. Voting Members
  - a. Executive Vice President or Designee (Chair)
  - b. At least three (3) students at large
  - c. At least one non-Executive Board Member
  
2. Non-Voting Ex-Officio Members
  - a. Executive Director or Designee
  - b. Associate Director of Student Engagement & Outreach or Designee
  - c. ASI A-Team Representative

#### 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 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.
  - a. Can be through online surveys, focus groups, social media campaign (s), tabling, etc.
  - b. Will work with Student Engagement & Outreach (SEO) to determine incentives.
  
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.
  - a. Relevant information and dates should also be shared with all ASI Internal Committee chairs and the ASI Marketing Committee.
  
5. Responsible for assisting where needed in ASCSUS Spring Elections.
  
6. Executive Vice President and Chair will select the members of the Committee.
  
7. Will complete assigned projects by Board or Executive Vice President.

#### B. Structure

1. Chair
2. Secretary
3. Students-at-large

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## OPERATING RULE-SECTION FOUR

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### 400.7 EXECUTIVE OFFICER COMMITTEE

#### A. Membership

1. Voting Members
  - a. ASCSUS President (Chair)
  - b. ASCSUS Executive Vice President
  - c. ASCSUS Vice President of Finance
  - d. ASCSUS Vice President of University Affairs
  - e. ASCSUS Vice President of Academic Affairs
2. Non-voting Members
  - a. ASCSUS Executive Director or Designee
  - b. ASCSUS Vice Chair (Recorder)
  - c. ASCSUS Secretary (Director Liaison)

#### B. Duties and Responsibilities

1. The Executive Committee shall be a forum to facilitate communication among ASCSUS Executive Officers.
2. Shall meet at least bi-weekly per the President during their term of office and be authorized to conduct the following business:
  - a. Assess and ensure implementation of ASI's Strategic Plan.
  - b. Update members on vital internal and University Committees as well as Statewide issues.
  - c. Recommend ways of improving ASCSUS Council, Committee, Work Team, and Commission functions.
  - d. Consult with the Executive Director where necessary on the interpretation and implementation of the Bylaws and Operating Rules.
3. 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.
4. Shall consult with the ASCSUS Director of Finance and Administration on ASCSUS Fund Development issues.
  - a. To develop and implement an annual fund development policy, as approved by the Board of Directors.
  - b. To review ASCSUS revenue sources and recommend changes as are necessary.
  - c. To develop and implement an annual fund development strategy.
  - d. Develop a long-term fund development strategy.
5. 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
  - a. Executive Vice President or Designee (Chair)
  - b. At least three (3) students at large
  - c. One ASCSUS non-Executive Board member
  - d. Environmental Student Organization (ESO) President or designee
  - e. ASI Representative (s) to University Committees
    - i. Sustainability Steering Committee
2. Non-Voting members
  - a. ASCSUS Executive Director
  - b. University Committee Chairs or Designee
    - i. Sustainability Steering Committee

**B. Mission Statement**

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

**C. Duties and responsibilities**

1. To advise and work with the University on source reduction, recycling, and other sustainable practices.
2. To provide educational programs for students, staff, faculty, and community, related to sustainability.
3. To help plan and coordinate Earth Day activities with the Environmental Student Organization (ESO) each April as well as other special activities.
4. To complete projects assigned by the Board or the Executive Vice President.
5. To work with the corporation and its auxiliaries to increase internal sustainable practices by providing recommendations.
6. To work with the University on sustainability projects such as:
  - a. On-Campus Farmers' Market
  - b. On-Campus student run garden
  - c. Funding for sustainable projects
7. To work with ASI Marketing to implement sustainability promotional and educational campaigns.

**D. Structure**

1. The Green Team shall be structured in accordance with the following guidelines:
  - a. Chair
  - b. Secretary
  - c. Members at-large

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## OPERATING RULE-SECTION FOUR

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### 400.9 STUDENT SOCIAL JUSTICE AND EQUITY COUNCIL

#### A. Membership

##### 1. Voting members

- a. Executive Vice President or Designee (Chair)
- b. Social Justice and Equity Officer elected by the Council
- c. At least three (3) students at large
- d. An ASCSUS director 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

- a. ASCSUS Executive Director or Designee
- b. Representative from the Centers for Diversity and Inclusion
- c. ASI Student Engagement and Outreach Representative

#### B. Duties and responsibilities

1. 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.
2. Shall lead in expanding and enhancing the diversity and inclusion at CSUS.
  - a. The Social Justice and Equity Officer shall facilitate student access to ASI, University and or External resources, for marginalized and under-resourced student communities.
  - b. The Social Justice and Equity Officer shall coordinate efforts and events that promote cross-cultural student and campus unity.
3. Shall act as the primary liaison to the Centers for Diversity and Inclusion and ASCSUS.
4. Shall act as the primary liaison to the Diversity Council and the Office of Inclusive Excellence.
  - a. The Chair of Student Social Justice and Equity Council shall also serve on CSUS Diversity Council as one of Associated Students, Inc. representatives.
  - b. The Chair of the Student Social Justice and Equity Council shall also meet with the Director for the Centers for Diversity and Inclusion each semester.
5. Shall work to increase communication, interaction and cooperation between the Centers for Diversity and Inclusion and ASCSUS.
6. 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.
7. Shall be the primary contact to the CSSA Liaison on issues of race and/or culture issues that pertain to the campus community.
8. 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:
  - a. Chair
  - b. Secretary
  - c. Social Justice and Equity Officer
  - d. Members at large



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## OPERATING RULE-SECTION FOUR

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### 400.10 AUDIT COMMITTEE

#### A. Membership

1. Voting Members (The committee must be appointed by the Board.)
  - a. CSUS Faculty Member (Chair)
  - b. CSUS employee
  - c. Three (3) Students at large Members
2. Non-Voting Members
  - a. Any student member of the Finance and Budget Council that is not a member of the Board.

#### B. Duties and Responsibilities

1. Shall recommend to the Board of Directors the retention and termination of the independent auditor.
2. May negotiate the compensation of the auditor on behalf of the Board.
3. Shall confer with the auditor to satisfy the committee members that the financial affairs of the organization are in order
4. Shall review and determine whether to accept the audit
5. 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 RULE-SECTION FOUR

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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.

#### B. Membership

1. Chair, VP of Finance
2. One ASI Board Member
3. One ASI Student Employee
4. No less than two students at large

#### Non-voting Membership

1. Director of Finance and Administration or Executive Director

#### C. 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:

1. Develop and/or update the scholarship application forms for both the ASI Scholarship and the Dreamer's Scholarship.
2. Develop selection criteria;
3. Evaluate applications and submit recommended scholarship candidates to the ASI Board of Directors.
4. Serve as liaison between the ASI Board of Directors and the Financial Aid Office, as necessary.
5. Other duties as assigned by the Board of Directors or these Operating Rules.

#### D. The ASI Scholarship

1. ASI shall provide 16 ASI Scholarships of \$500 each during the fall semester and 16 ASI Scholarships of \$500 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, there are not enough applicants to distribute all scholarships, the undistributed scholarships will rollover and be added to the number of spring scholarships provided.
2. The application deadline dates shall be Friday of the 8<sup>th</sup> 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).
3. 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.
4. A Scholarship application and information sheet shall be updated by the 4<sup>th</sup> week of each semester.

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## OPERATING RULE-SECTION FOUR

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5. Applicants must be registered students (undergraduate 12 units; graduate 6 units) and in good academic standing with the university at the time of application.
6. Members of the ASI Board of Directors and the ASI Scholarship Committee are ineligible. No student may receive more than one ASI Scholarship per academic year.
7. The criteria for the recipient of an ASI Scholarship shall be as follows: Each application must contain a minimum 500-word and 750-maximum word essay answering the following: A.) What community-oriented and extracurricular activities have you been involved in as a Sacramento State Student? B.) 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. C.) 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, Business Office, Children's Center, Government Office, Peak Adventures, Student Engagement & Outreach)
8. Students must have already completed at least one semester at Sacramento State at time of application. Students may or may not be returning the following semester.

### E. The Dreamer's Scholarship

1. ASI shall provide five (5) Dreamer's Scholarship of \$500 each during the fall semester and five (5) in the spring semester. No student may receive more than one Dreamer's Scholarship per academic year.
2. The application deadline dates shall be the 8<sup>th</sup> week of the fall semester and the 8<sup>th</sup> week of the spring semester.
3. A scholarship application and information sheet shall be updated by the 4<sup>th</sup> week of each semester.
4. Applicants must be registered as full-time students (undergraduate 12 units, graduate students 6 units).
5. Members of the ASI Board of Directors and the ASI Scholarship Committee are not eligible. No student may receive more than one ASI Dreamer's Scholarship per academic year.
6. The criteria for receipt of a Dreamer's Scholarship shall be as follows: a clear explanation for their idea of the "American Dream" as it relates to their experience(s) as an undocumented student or a student in a mixed-status family by way of their curricular, extracurricular, and co-curricular activities.
7. Students must have already completed at least one semester at Sacramento State at the time of application. Students may or may not be returning the following semester.

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## OPERATING RULE-SECTION FOUR

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### F. ASI Students with Disabilities Scholarship

1. ASI shall provide one (1) Students with Disabilities (SWD) Scholarship of \$500 during the fall semester and one (1) in the spring semester. No student may receive more than one Students with Disabilities (SWD) Scholarship per academic year.
2. The application deadline dates shall be the 8<sup>th</sup> week of the fall semester and the 8<sup>th</sup> week of the spring semester.
3. A scholarship application and information sheet shall be updated by the 4<sup>th</sup> week of each semester.
4. Applicants must be registered as full-time students (undergraduate 12 units, graduate students 6 units). Applicants must provide a short note confirming registration with the Office of Services to Students with Disabilities (SSWD) on their letterhead.
5. Members of the ASI Board of Directors and the ASI Scholarship Committee are not eligible.
6. The criteria for receipt of a Students with Disabilities (SWD) Scholarship shall be as follows: “Describe an obstacle or hardship that arose due to your condition and how you were able to overcome it. Explain the impact it has had on your life and how it will influence you in the future.”
7. Students must have already completed at least one semester at Sacramento State at the time of application. Students may or may not be returning the following semester

### G. United States Armed Forces Scholarship

1. ASI shall provide one (1) United States Armed Forces Scholarship of \$500 during the fall semester and one (1) in the spring semester. No student may receive more than one United States Armed Forces Scholarship per academic year.
2. The application deadline dates shall be the 8<sup>th</sup> week of the fall semester and the 8<sup>th</sup> week of the spring semester.
3. A scholarship application and information sheet shall be updated by the 4<sup>th</sup> week of each semester.
4. Applicants must be registered as full-time students (undergraduate 12 units, graduate students 6 units).
5. Members of the ASI Board of Directors and the ASI Scholarship Committee are not eligible.
6. The criteria for receipt of a United States Armed Forces Scholarship shall be as follows: “Why did you join the military?” and “How has life in the military shaped the person you are today?”

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## OPERATING RULE-SECTION FOUR

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7. Students must have already completed at least one semester at Sacramento State at the time of application. Students may or may not be returning the following semester.
8. Students who are currently in the United State Armed Forces must provide their military identification card.
9. Students who are veterans in the United States Armed Forces must provide a member 4 copy of their DD214 form.
10. Veterans must have been honorably discharged from their service.

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## OPERATING RULE-SECTION FOUR

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### 400.12 LOBBY CORPS COMMITTEE

#### A. Purpose

The Governmental Affairs Policy Committee is the Lobby Corps for the ASI Office of Governmental Affairs (OGA). The Committee is under the direction of the OGA 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 CSUS. The Committee is also charged with performing legislative research, and developing and carrying out policy and advocacy strategies

#### B. Membership

##### 1. Voting Members

- a. ASI Legislative Affairs Coordinator (Chair)
- b. ASI CSSA Liaison (Vice Chair)
- c. Two (2) ASI Board Members
- d. Minimum of three (3) students at large volunteers
- e. Administration Officer
  - i. Shall be appointed by the Legislative Affairs Coordinator and approved by the voting membership.
  - ii. Shall be responsible for recording and distributing minutes for each committee meeting.
  - iii. Shall serve as the lead legislative research of the committee.
  - iv. Shall record attendance among committee members.

##### f. Outreach Coordinator

- i. Shall be appointed by the Legislative Affairs Coordinator and approved by the voting membership.
- ii. Shall be responsible for recruiting and coordinating student volunteers.
- iii. Shall be primarily responsible for planning and implementation of events and activities.
- iv. Shall make recommendations to the committee regarding outreach strategies to CSUS students regarding issues in higher education.

##### 2. Non-Voting Members

- a. ASCSUS executive officers or designees
- b. University director of government affairs or designee

#### C. Duties and Responsibilities

1. Shall provide recommendations and guidance on positions of local, state, and federal legislation.
2. Lobby local, state and federal policy makers for advocating for current issues in higher education on behalf of the students of Sac State.
3. Shall meet at least monthly.
4. Shall adhere to OGA mission statement and Sac State Strike Force mission statement

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## OPERATING RULE-SECTION FOUR

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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 Academic Affairs that directly affects students.

#### B. Membership

##### Voting Members

1. Vice President of Academic Affairs or Designee (chair)
  - a. The chair shall only vote in the event of tie.
2. Two students-at-large appointed to the Faculty Senate (if any are appointed.)
3. Two student representatives from each of the seven academic colleges, two undeclared students, and two graduate students.
  - a. Each ASI Director must recommend two students to the Vice President of Academic Affairs by the second formal board meeting of the fall semester.

##### Non-voting Members

1. ASI Directors or designees
2. ASI Faculty Senate representative or designee.
3. ASI President

#### C. Duties and Responsibilities

1. Shall review legislation currently on the Faculty Senate agenda.
2. Shall recommend the stance Associated Students, Inc. should take in regards to Faculty Senate legislation.
3. Shall complete other tasks as assigned by the ASI Board of Directors or Vice President of Academic Affairs.
4. Shall draft resolution(s) pertaining to recommended action, if necessary.
5. Shall inform students within their college of pertinent topics related to Faculty Senate and Academic Affairs.

**400.14 ASI MEMORIAL SCHOLARSHIP COMMITTEE**

**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. 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**

1. Full-time student enrolled in at least 12 undergrad or 6 graduate units.
2. Good academic standing with the University at the time of application.
3. ASI Board members are not eligible.
4. Active contributor/participant in the CSUS Campus Community.
5. Student must have already completed one semester at CSUS at the time of application.
6. 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**

1. Executive Vice President or Designee (Chair)
2. One (1) ASI Board Member
3. At least two (2) students at large

**Non-voting Membership**

1. Director of Finance and Administration or Executive Director



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## OPERATING RULE-SECTION FOUR

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### **D. 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 of no more than 500 words explaining why the applicant deserves this scholarship and how they are involved on campus
2. The Committee shall set the calendar for applying and the awarding of the memorial scholarships, with the following guidelines:
  - a. The Memorial Scholarship application deadline dates shall be Friday of the 8<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.)
  - b. 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.
  - c. A Scholarship application and information sheet shall be updated and posted by the 4<sup>th</sup> week of the fall semester.

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## OPERATING RULE-SECTION FOUR

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### 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.

**B. Voting Membership**

1. Chair, selected by and from the voting membership
2. All ASI College, Undeclared, and Graduate Directors

**C. Non-Voting Membership**

1. Executive Director or Director of Finance and Administration

**D. Ex Officio Membership**

1. ASI Vice President of Finance
2. ASI Executive Vice President

**E. 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 \$500 ASI Director Scholarship each spring semester.

The Chair will forward the recommendations to the Ex-officio membership and the Executive Director or the ASI Director of Finance and Administration.

The Ex-Officio body will review and approve the recommendations from the committee and draft legislation to be presented to the ASI Board of Directors for final approval.

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

**F. Criteria for Scholarship**

1. ASI Board Members are NOT ELIGIBLE.
2. Must be a full-time student enrolled in at least 12 undergrad or 6 graduate units.
3. Good academic standing with the University at time of application.
4. Active contributor/participant in the student's academic community.
5. Student must be continuing at Sacramento State in the following semester.
6. Applicants must submit a 500-word essay answering the following question:

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 COMMITTEE**

**A. Purpose**

The Wellness, Safety and Sexual Assault 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**

1. Vice President of University Affairs, or designee (Chair)
2. A minimum of four (4) students at large
3. A staff member or student representative from Student Health and Counseling Services
4. Any other relevant parties and/or student organizations that address student wellness, campus safety and sexual assault prevention
5. One (1) ASI Director or designee

**C. Duties and Responsibilities**

The Wellness, Safety & Sexual Assault 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 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.

**400.17 SEXUAL ASSAULT PREVENTION STUDENT ADVISORY COMMITTEE**

This section was deleted in its entirety.

**400.18 ASI DEPARTMENT SCHOLARSHIP COMMITTEE**

This section was deleted in its entirety.

**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**

3. Voting Members

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

4. Non-Voting Members

- a. ASCSUS Executive Officers or Designee
- b. University Director of State and Federal Relations or Designee
- c. University Vice President of Public Affairs and Advocacy or Designee

**C. Duties and Responsibilities**

- 5. Shall provide information and facilitate interaction in regard to local government, organizations and community events.
- 6. Shall serve as a liaison between the ASCSUS Board of Directors and the Sacramento community.
- 7. Shall meet at least monthly.
- 8. Shall adhere to OGA mission statement.

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## OPERATING RULE-SECTION FIVE

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### 500.1 EXECUTIVE DIRECTOR

- A. The duties and responsibilities of the Executive Director are:
1. Take all steps necessary to ensure that ASCSUS maintains, "Good Standing" with the University.
  2. Ensure that ASCSUS's legal interests are protected and that the ASCSUS Board of Directors is informed of pertinent laws, regulations and policies.
  3. To assist in preparation and coordination of the ASCSUS budget in accordance with Board policy.
  4. 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.
  5. Provide business management of all student activities, including:
    - a. Working with the Associated Student Finance and Budget Committee (ex-officio member) and Fund Development Committee;
    - b. Assisting with the development and administration of the budget;
    - c. Assisting with and facilitating purchasing;
    - d. Providing advice concerning business activities of ASCSUS recognized organizations when requested;
    - e. Managing the Business Affairs of the ASCSUS and supervising its employees;
    - f. Providing overall management and supervision of ASCSUS programs.
  6. To assist the Board in the management and oversight of ASCSUS, including:
    - a. Negotiating and signing contracts authorized by the ASCSUS Board;
    - b. Providing timely financial information to the Finance and Budget Committee and Board of Directors;
    - c. 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;
    - d. 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;
    - e. Such other duties and responsibilities as may be necessary to effectively manage the day to day operations of ASCSUS.
  7. Failure to fulfill the above duties may be grounds for discipline, up to and including termination.
- B. Employment of the Executive Director
1. 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.
    - a. 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.
    - b. The Vice President for Student Affairs' consultation shall include participation in an ASCSUS Board of Directors' closed session discussion (Per Gloria Romero

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## OPERATING RULE-SECTION FIVE

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Open Meeting Act, Section 89307, Closed Session), in which an action of hiring or terminating the Executive Director is discussed.

2. The Executive Director reports to the Board and is supervised by the ASCSUS President on behalf of the Board.
3. 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:
  - a. 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:
    - i. ASCSUS President, who shall serve as the chair;
    - ii. One (1) ASCSUS Vice President recommended by the ASCSUS President and approved by the Board;
    - iii. One (1) non-executive Director recommended by the ASCSUS President and approved by the Board;
    - iv. 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;
    - v. One (1) ASCSUS management employee recommended by majority vote of the Management Work Team;
    - vi. One (1) ASCSUS non-management employee recommended by majority vote of the ASCSUS Employee Advisory Committee;
    - vii. One (1) University representative appointed by the University President;
    - viii. One (1) representative appointed by the Vice President for Student Affairs;
    - ix. One (1) faculty representative appointed by the Faculty Senate;
    - x. Any other representative(s) recommended by the ASCSUS President and approved by the Board.
  - b. 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.
  - c. The search committee shall screen all eligible applicants and determine which candidate(s) to interview.
  - d. 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.
  - e. 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.
4. 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 to the selected candidate.
5. The Board may provide an employment agreement to accompany the offer of employment to their chosen candidate at the time of hiring.

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## OPERATING RULE-SECTION FIVE

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6. 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.
- C. Executive Director Evaluation
1. The position of the Executive Director shall be evaluated annually, no later than the beginning of the spring semester, by the ASCSUS President, in consultation with the Vice President for Student Affairs. If the evaluation shows areas that need improvement, subsequent evaluations can be done within two months of the original evaluation to mark the progress of the Executive Director in these areas. A written copy of the evaluation will be placed in the Executive Director's personnel file.
    - a. In the event that the ASCSUS President does not complete an evaluation of the Executive Director, the Vice President for Student Affairs will be charged with completing the evaluation.

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## OPERATING RULE-SECTION SIX

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### 600.1 GENERAL POLICIES

It shall be the policy of ASCSUS that:

- A. The Vice President 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.
- B. The Executive Director 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 shall oversee the disbursement of funds of the corporation in accordance with the annual budget or by order of the Board. The Executive Director shall make available whenever requested an accounting of all transactions and the financial condition of the corporation. The Executive Director shall have such power necessary to carry out these functions.
- C. 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.
- D. All expenditures, except for petty cash shall be made by check. All expenditures will have documentation that meets standard accounting procedures.
- E. 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.
- F. The Vice President of Finance, Director of Finance and Administration, 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.

### 600.2 SPECIFIC POLICIES

It shall be the specific policies of ASCSUS that:

- A. **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.
- B. If necessary, the Vice President of Finance, the Director of Finance and Administration, 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.
- C. 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 RULE-SECTION SIX**

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D. Strategic Planning Fund

1. 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.
2. 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.
3. The Fund shall not be used for events, unless explicitly and directly related to the Strategic Plan.
4. 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 RULE-SECTION SEVEN

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### 700.1 INTERNAL PROGRAMS & SERVICES

- A. 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:
1. Aquatic Center
    - a. The Aquatic Center supports the academic mission of the CSUS 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.
  2. Business & Administration
    - a. The Business Office serves as the corporate accounting office and provides a full array of financial services, which shall include payroll and student services.
  3. Children's Center
    - a. 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.
  4. Peak Adventures
    - a. Peak Adventures enriches the CSUS learning experience through adventure education and leadership development.
  5. Student Engagement & Outreach
    - a. 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.
  6. Student Government
    - a. 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.
    - b. The Office of Governmental Affairs informs the students of CSUS 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.
- B. 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 & Administration and the ASI Finance & Budget Committee, and shall be approved by the ASI Board of Directors.
- C. 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 RULE-SECTION SEVEN

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- D. 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.
- E. 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:
  - 1. 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.
  - 2. 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.
  - 3. Material for ASCSUS departments should include the ASCSUS logo.
  - 4. Material for activities funded through ASCSUS grant funds or DOC funds should acknowledge the source of funds and include the "ASI funded" logo.
  - 5. 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 RULE-SECTION EIGHT

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### 800.1 ASCSUS GOVERNING DOCUMENTS

- A. Articles of Incorporation
  - 1. Articles of Incorporation may only be amended by the initiation of the “membership” as specified in Bylaw XI.B
- B. Bylaws
  - 1. ASCSUS Bylaws may only be amended by the “membership” as specified in Bylaw XI.B
- C. Operating Rules
  - 1. ASCSUS Operating Rules shall be governed by the ASCSUS Bylaws and shall:
    - a. Provide the Board of Directors with direction on the daily operation of the corporation.
    - b. Be amended by the Board of Directors as specified in these Operating Rules.
- D. Election Code
  - 1. ASCSUS Elections shall be governed by the ASCSUS Election Code which shall:
    - a. Be an attachment to these Operating Rules.
    - b. Be updated every year no later than the third Board Meeting of the fall semester.
    - c. Include all Election Code Guidelines
    - d. Include all Election Complaint Committee Guidelines
    - e. Include all Appellate Council Guidelines
    - f. Include all Campus Life University Ballot Revenue Policy
- E. Human Resources Manual
  - 1. ASCSUS Human Resources Manual shall:
    - a. Serve as the guiding policies of employment for all ASCSUS employees.
    - b. Comply with all federal and state employment laws and guidelines.
    - c. 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.
    - d. Be reviewed annually by the ASCSUS Employee Advisory Committee.
    - e. Require Board of Directors’ majority vote of approval for amendments.
- F. Financial Policy Manual
  - 1. ASCSUS Financial Policy Manual shall:
    - a. 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.
    - b. 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 and Administration.
    - c. Require Board of Directors’ majority vote of approval for amendments.