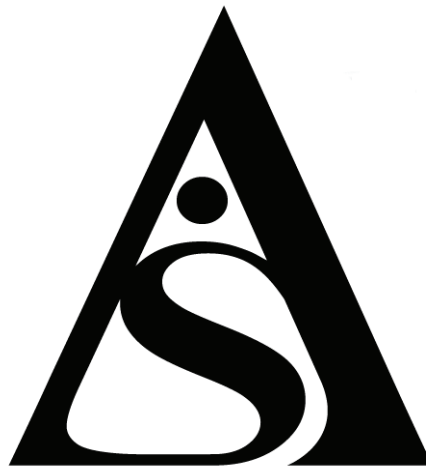


**Associated Students, Incorporated
California State University, Long Beach**

Bylaws of the Associated Students

(With all revisions up to and including Bylaw Amendment 2009-10)



2009-2010

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Preamble

Having been duly authorized by the President of the university and subject to the President's final authority in all matters relating to Associated Students, we the Associated Students of California State University, Long Beach, in order to (1) provide facilities and programs capable of satisfying the needs and interests of all the members of this association, (2) provide governmental administration and leadership development within a framework of student self-government, (3) insure the full and equal representation in the affairs and government of this Association and all its members, and (4) achieve a better awareness of and competence in, the practices of democratic citizenship among the members of this Association, do establish and adopt these Bylaws.

Chapter I

Article I. Legislative Authority

Section 1. Authority of the Associated Students Senate

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

Section 2. Composition of the Senate

The Senate shall be composed of the following elected members¹:

- 1) Six Senators-at-Large chosen by the Student Body
- 2) Two Senators from each of the seven academic colleges. Senators shall be chosen by those majoring in one of the various departments of a particular college.²
- 3) Vice President of the Associated Students.

In addition, there shall be the following non-voting members: The President of the university, or his/her designated representative, and one representative chosen by the faculty.

Section 3. Vice President

The Vice President shall serve as Chair of the Senate.

Section 4. Senate Rules and Procedures

The Senate shall provide for its own rules and procedures.

Section 5. Quorum

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

Section 6. Speaking Before the Senate

Any member of the Associated Students shall be assured the right of speaking before the Senate.

¹ Amended 2/19/92 and 4/17/93

² Amended by student referendum 4/16/2009

Section 7. Powers of the Senate

The Senate shall have the power to:³

- 1) Set Associated Students membership privileges, and set Associated Students membership fees, within the limitations set by law.
- 2) Establish and regulate all student government expenditures and financial operations.
- 3) Override any veto of the Associate Students President by 2/3 of the entire voting membership.
- 4) Approve all new Associated Students publications.
- 5) Approve all appointments made by the Associated Students President.
- 6) Create standing and special committees.
- 7) Revise the Associated Students Bylaws.
- 8) Fill all vacancies in elected offices with the exception of the Presidency and college Senator vacancies, which may be filled by their respective College Councils.
- 9) Elect one of its members as a voting representative to the Campus Planning Committee, who shall attend each meeting held by the Campus Planning Committee and make a full report at the next Senate meeting. If the Senate fails to elect this representative by the third regular Senate meeting, the AS President shall appoint the representative.
- 10) Establish during normal budgetary process, student government scholarships, stipends, grants-in-aid, or reimbursements to elected and appointed student officers for service to student government.⁴

Article II. Executive Authority

Section 1. Executive Authority

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

Section 2. Members of the Executive Branch

The executive branch shall consist of the following elected officers: The President, the Vice President, and the Treasurer of the Associated Students.

Section 3. Chief Executive

The President shall be the Chief Executive for the Associated Students.

³ Amended 3/16/94 and 2/23/06

⁴ Adopted by student referendum 4/23/04

Section 4. Duties and Powers of the President

The President shall:

- 1) Have the power to appoint, with approval of the Senate, Chairs of executive committees and commissions as may be necessary for carrying out the activities of the Associated Students; have the power to approve the appointments of committee or commission members made by Chairs or Commissioners; have the power to create special committees; have the power to dismiss or discharge any person appointed or approved by him/her; appoint the Chief Justice and Associate Justices; but the President cannot dismiss the members of the Judiciary. Also, the removal of the AS Attorney General or the AS Public Defender shall be approved by a 2/3 vote of the voting members of the AS Senate.
- 2) Execute all legislation adopted by the Senate.
- 3) Have the power of general or item veto of any measure adopted by the Senate, except in matters of impeachment.
- 4) Have the power to call special meetings of the Senate.
- 5) Report to the Senate at each regular meeting.
- 6) Be an ex-officio member of all executive committees and commissions.

Section 5. Duties and Powers of the Vice President

The Vice President shall:

- 1) Serve as Chair of the Associated Students Senate.
- 2) Assume the duties of the President in case the latter is incapacitated or resigns.
- 3) Serve as a voting member of the Associated Students Board of Control.
- 4) Have the power to call special meetings of the Senate.

Section 6. Duties and Powers of the Treasurer

The Treasurer shall:

- 1) Be responsible for the financial administration of the Associated Students.
- 2) Be responsible for the preparation of the Associated Students annual budget.
- 3) Serve as the Chairman of the Board of Control.
- 4) Report to the Senate at the end of each month.
- 5) During Fall Registration, conduct a survey of all returning students in order to establish a student preference for the distribution of Associated Students funds. This survey will be used as a guide for the Board of Control.

Article III. Judicial Authority

Section 1. Authority Vested in Judiciary

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

Section 2. Composition of Judiciary

The Judiciary shall consist of the following members:

The Chief Justice and six Associate Justices, all appointed by the President, with the approval of the Senate. In addition, there shall be the following non-voting advisors: the President of the university, or his designated representative and a representative chosen by the faculty.

Section 3. Quorum

A quorum shall be defined as four voting members and at least one non-voting member.⁵

Section 4. Rules and Procedures

The Judiciary shall provide for its own rules and procedures under the guidance of one or more of its non-voting members.⁶

Section 5. Assignment of Cases by Chief Justice

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

Section 6. Duties and Powers of the Judiciary⁷

The Judiciary shall:

- 1) Interpret the provisions of the AS Bylaws or any other AS document when a dispute arises.
- 2) Take disciplinary action, including suspension or revocation of charter privileges, against organizations chartered by the Associated Students.
- 3) Render final decisions in election disputes.
- 4) On all judiciary case decisions, write a majority and, if applicable a minority opinion, which must be made readily available to all who request it. It must be prepared within four working days after the decision has been rendered.

⁵ Amended 2/5/92

⁶ *ibid.*

⁷ *ibid.*

- 5) Notify in writing the CSULB AS Senate and Executive members of any changes to the Judiciary Working Rules within five working days prior to its enactment.
- 6) Notify all individual and group defendants of any complaint filed against him or her within two working days of the filed complaint.
- 7) Forward a copy of Judiciary Minutes to AS Senate and Executive members within four working days after their latest meeting.

Section 7. Judiciary Decisions

Decisions of the Judiciary shall constitute the final authority of the Associated Students.

Section 8. Judiciary Removal from Office

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

Section 9. Process of Impeachment

The process of impeachment and removal shall be as follows:

- 8) A petition containing the specified charges against the Justice must be circulated among the students, and signed by a minimum of 5% of the entire student body.
- 9) The signed petition containing the charges must be submitted to the Chairman of the Senate. Within two weeks of receipt of the petition the Chairman of the Senate must hold a special meeting wherein the Senate will act as a court. The Chairman will preside or a non-voting member. If 2/3 of the entire Senate finds the Justice guilty, the said Justice will be removed.

Article IV. Board of Control

Section 1. Scope of the Board

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

Section 2. Composition of the Board

The Board shall consist of the following members:

A. Voting

- 1) AS Treasurer, Chair of the Board of Control
- 2) AS President or designee
- 3) AS Vice President or designee

- 4) Two Senate representatives, elected by the Senate, one of whom shall serve as Pro-tem of the Board of Control, also elected by the Senate
- 5) Representative chosen by the faculty
- 6) University President or designee

B. Non-Voting

- 1) AS Executive Director
- 2) Director of Student Life and Development or designee

Section 3. Quorum

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

Section 4. Rules and Procedures

The Board shall provide for its own rules and procedures.

Section 5. Duties and Powers of the Board

The Board shall:

- 1) Employ, direct, and dismiss employees in positions established by the Senate.
- 2) Maintain and supervise the use of buildings and equipment under the control of the Associated Students.
- 3) Assist the Associated Students Treasurer in preparing the annual budget for approval of the Senate.

Section 6. Areas Requiring Senate Approval

Financial measures and expenditures adopted by the Board shall be submitted to the Senate for final approval.

Article V. Elections and Terms of Office

Section 1. Election Date

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

Section 2. Officers to be Elected

The following officers shall be elected in the election by the general student body:⁸

⁸ Amended 2/19/92 and 4/17/93

- 1) The AS President, AS Vice President, AS Treasurer and six Senators-at-Large.
- 2) Two Senators from each of the academic colleges. College Senators shall be elected from those majoring in one of the various departments of the particular college.⁹

Section 3. Date of Assumption of Office

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

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

Section 4. Length of Term of Office

Each elected officer shall serve a term for a maximum of one year, with the exception of student representatives to the University Student Union Board of Trustees and Forty-Niner Shops Board of Directors (term of office is set by each Board). Officers may run for re-election an unlimited number of times.

Section 5. Number of Votes Needed

A majority of all votes cast in the balloting procedure shall be necessary to elect all AS officers with the following exceptions:

Those positions for Senators-at-Large who shall be elected by a plurality of all votes cast.

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

Section 6. Holding Offices Concurrently

No student officer shall hold more than one major elected or appointed office concurrently.

Article VI. Initiative, Referendum, and Recall

Section 1. Initiative Petition

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

Section 2. Referendum Petition

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

⁹ Amended by student referendum 4/16/2009

Section 3. Senate Referendum

The Senate may, by 2/3 vote, refer any proposed legislation to the members of the Associated Students for decision.

Section 4. Initiative and Referendum Votes

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

Section 5. Recall Petition

Upon the presentation to the Associated Students President of a petition signed by 15% of the currently enrolled students of the officer's constituency or 3/4 vote of the Senate, any elected officer shall be subject to recall.

Section 6. Recall Election

A recall election shall be held within fifteen school days after the presentation of the petition. The election shall be conducted in the same manner as a regular election. A favorable vote of 2/3 of the members of the Associated Students voting in the election shall constitute a legal recall.

- 1) The reasons for recall shall be stated on the ballot in not more than one hundred words.
- 2) The reasons for retaining the incumbent shall be stated on the ballot in not more than one hundred words.

Article VII. Parliamentary Authority

Section 1. Parliamentary Authority

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

Article VIII. Bylaw Amendments

Section 1. Number Needed to Propose Amendment

Amendment to the Bylaws of the Associated Students, Chapter One may be proposed by:

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

Section 2. Number Needed to Adopt an Amendment

The proposed amendment shall be placed on the ballot of the next general election. A favorable vote of 2/3 of the members of the Associated Students voting in the election, on the proposed amendment, shall be necessary for the adoption of the amendment.

Article IX. Dissolution

Section 1. Dissolution

Upon dissolution of this corporation, net assets other than trust funds shall be distributed to a successor approved by the president of the campus and by the Board of Trustees.¹⁰

¹⁰ Per amendment to the Articles of Incorporation adopted 4/10/02 by student referendum

Chapter II

Article I. Associated Students Senate¹¹

Section 1. Duties

- A. Uphold all duties as specified in Chapter I of the Bylaws.
- B. Adopt, by a 2/3 vote of its total membership, a resolution to initiate amendments of the Articles of Incorporation. This resolution shall be submitted to the student body, who may, by a 2/3 favorable vote, adopt the amendment proposed. If the amendment is then adopted, it shall be forwarded by the AS Vice President (i.e., Chairperson of the Board of Directors) to the California Secretary of State for approval.
- C. Initiate, by a majority vote, any financial action within the operating budget, excluding restricted reserves.
- D. Establish during normal budgetary process, student government scholarships, stipends, grant-in-aid, or reimbursements to elected or appointed student officers for service to student government. (As approved by the student referendum on April 23, 2004 in accordance with California Code of Regulations Section 42659)
- E. Establish and uphold duties as specified in the Senate Working Rules and Procedures.
 - 1) The Senate shall adopt its own rules and procedures, which establishes, but is not limited to: dates, times, and location of its regular meetings; duties and responsibilities of its officers; voting procedures; and its standing committees. The adoption of these rules and procedures shall be achieved by 11 affirmative votes of its duly elected and sworn voting membership.
 - 2) At the beginning of each new term of office, the Senate shall review and adopt the working rules and procedures at its first meeting.
 - 3) The Senate may amend any section of its working rules and procedures by 11 affirmative votes of its duly elected and sworn voting membership.
- F. The Senate may call any member of the Associated Students, its officers, employees, and staff to the Senate and its committees.
- G. Appoint student representatives, in accordance with the AS Policy on Shared Governance, to any committee, council, or board of California State University, Long Beach which requires and/or permits AS student representation.
- H. Exercise all authority and duties pertain to its roles as a legislative body and Board of Directors.

¹¹ Amended 9/20/06

Section 2. General Provisions of Individual Senators

- A. To actively seek the opinions of their constituents and bring those views to the attention of the Senate.
- B. As a member of the Board of Directors, serve the best interests of the Corporation and its shareholders, and avoid any conflict of interests.
- C. Once sworn in, each Senator, in order to pursue aforementioned duties, shall be entitled to one vote at any regular and special meeting of the Senate in accordance with its rules and procedures. Under these Bylaws, neither attendance nor vote by proxy shall be permitted. Further, each Senator is entitled to enter a motion and/or introduce any legislation on his/her behalf to the Senate.
- D. Establish Compensation
 - 1) Senators may each be granted a sum of money during his/her term of office. The AS Board of Control and AS Senate shall determine the amount during the normal budgetary process in accordance with the appropriate provisions of the Bylaws and policies of the Associated Students.
 - 2) The amount of compensation shall be established as a part of the annual budget and may not be revised during the fiscal year in which an amount has already been established for that term of office.
- E. All Senators shall be required to maintain a minimum of 3 office hours per week during the hours of 7 AM to 7 PM. All office hours must be recorded with the Assistant Director of Student Leadership and Involvement and/or AS Department Secretary.
- F. No staff member of the Corporation may serve concurrently as a voting member of the Senate.¹²

Section 3. Meetings of the Senate

A. Regular Meetings

The Senate shall establish the date, time, and location of its regular meetings in accordance with the Senate Working Rules and Procedures. Meetings of the Senate shall take place no less than once per month during the fiscal year.

B. Special Meetings

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

Section 4. Quorum of the Senate

A quorum of the Senate shall be eleven (11) voting members, duly elected and sworn in.

¹² Adopted 10/15/08 to become effective beginning Fall 2009

Section 5. Officers of the Senate

A. Chair

The Vice President of the Associated Students shall serve as Chair of the Senate.

B. Chair Pro Tempore

The Senate shall elect from among its membership a Chair Pro Tempore to perform the duties and responsibilities as prescribed in the Senate Working Rules and Procedures. The office of Chair Pro Tempore shall be filled no later than the last day of July of each year.

C. Secretary

The Executive Director of the Associated Students shall serve as the Secretary of the Senate.

D. Other Officers

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

Section 6. Vacancies in the Senate Membership

A. Senators for Academic Colleges

During the current academic year, upon permanent vacancies in offices of Senators for academic colleges, the Chair of the Senate shall notify the respective college council(s), and the vacancies shall be filled in accordance with the respective Constitution and Bylaws.

B. Senator-at-Large

During the current academic year, upon permanent vacancies in offices of Senators-at-Large, the Senate shall appoint an individual to fill such vacancies, in accordance with its Working Rules and Procedures.

C. Senators-Elect: Academic Colleges

When a Senator for an academic college elected to serve as a member of the Senate resigns from their office or does not meet the requirements for holding office prior to the start of his/her term of office, the individual receiving the next highest amount of votes shall be elected to serve said office, provided the corresponding Senator's vote tabulation meets or exceeds 25% of the total votes cast in the corresponding college's election. If this requirement is not met, Section 6A takes precedent.

D. Senators-Elect: At-Large

When an at-large Senator elected to serve as a member of the Senate resigned from their office or does not meet the requirements for holding office prior to the start of his/her term of office, the individual receiving the next highest amount of votes shall be elected to serve said office.

Section 7. Committees of the AS Senate

The Senate shall establish its committees, unless otherwise specified, in accordance with the Senate Working Rules and Procedures as deemed appropriate.

Section 8. Policy Agenda and Legislative Initiatives

- A. The Senate shall adopt, no later than the last day of October of each academic year, a Policy Agenda and Board of Directors' Initiatives; outlining goals, priorities and the general direction of the Senate/Board of Directors for the upcoming year.
- B. The Senate shall present a draft of said document to the AS President for his/her review and feedback no later than the last day of September. It shall be returned to the Senate within two weeks of receipt for final approval by the Senate.

Section 9. Board of Control

A. Powers

- 1) Except as otherwise provided in the Agreement and Lease between the California State University Trustees and ASI, AS Bylaws, and applicable laws, rules, regulations, or policies, the Board of Control shall advise the AS Senate on the following:
 - a. The Board of Control shall develop and recommend to the AS Senate policy in the areas of finance, human resources, and the administration of business affairs between the Associated Students and other parties. All such policies shall be subject to approval by the AS Senate.
 - b. The Board of Control shall recommend to the AS Senate the annual operating budget of Associated Students, Incorporated. The annual operating shall be subject to approval by the AS Senate. After the annual budget has been approved, the Board of Control shall be responsible for monitoring and recommending modifications to the budget. All such modifications of the annual budget shall require AS Senate approval.

B. Duties

- 1) To meet at least once per month during the fiscal year.
- 2) To formulate and recommend to the Senate policies in the areas of finance, personnel and the administration of business affairs between the Associated Students and other parties.
- 3) To review and recommend the creation and classification of all full-time staff positions and corresponding salary schedules, subject to Senate approval.
- 4) To review and recommend to the AS Senate the organizational structure of staff and the reporting relationships contained therein.
- 5) To review and make recommendations on the approval of all grants, contracts and leases entered into by the Associated Students, Incorporated within limits prescribed by the Board of Control Working Rules.
- 6) To annually review the fiscal viability of the Associated Students, Incorporated, including
 - a. A review of management functions to ensure provisions for adequate professional management
 - b. An evaluation of the need for reserves in the areas of working capital, current operations, capital replacement, and planned future operations (if applicable)

- c. The establishment or revision of reserves and their funding levels in accordance with this evaluation.
- 7) To review and make recommendations on all funding requests from the Current Year Unallocated Fund, assigned contingency funds, retained earnings accounts, and reserves.
- 8) To review and forward to the AS Senate the minutes of all subsidiary boards, with the exception of the University Student Union Board of Trustees.
- 9) To receive assessments and evaluations of ASI programs and services and recommend to the AS Senate organizational changes to optimize the quality and effectiveness of programs and services.
- 10) To review and recommend the annual budget of the Associated Students, Incorporated to the AS Senate.
- 11) To establish working procedures for the Board of Control and its auxiliary bodies.
- 12) To review and approve the compensation, including benefits, of the Executive Director and Controller to assure that is just and reasonable. This review and approval shall occur initially upon the hiring of the officers and whenever the officers' compensation is modified. Separate review and approval shall not be required if a modification of compensation extends to substantially all employees.
- 13) To propose amendments to this section of the Bylaws to the Senate as deemed necessary by a majority of the Board of Control.

C. Financial Actions

- 1) All financial measures adopted by the BOC will be submitted to the Senate for final approval.
- 2) When the BOC financial actions have been approved, those actions may be amended by a majority vote of the entire Senate membership except for expenditures from restricted reserves, which require a 2/3 vote of the entire membership of the Senate.
- 3) All financial actions of the Associated Students, Incorporated will conform to the current ASI Fiscal Policy.

D. Financial Procedures

- 1) Actions taken by all ASI subsidiary boards including, but not limited to, the USUBOT, the Isabel Patterson Child Development Center Board of Trustees, and the Student Media Board, will delineate all actions in their minutes as financial or non-financial.
 - (a) All subsidiary boards shall submit a complete set of minutes to each member of the AS Board of Control, the AS Senate, and to the Associate Vice President, Student Services.
 - (b) All financial actions by subsidiary boards of ASI, with the exception of the USUBOT, will be submitted for review to the BOC.
 - (c) All financial actions affecting the subsidiary's budget will be forwarded by the BOC with recommendations to the Senate for approval.
 - (d) Financial actions not approved by the Senate will be referred back to the subsidiary board for change or modification.

E. Executive Director

- 1) The Associated Students, Incorporated shall employ an Executive Director who will report directly to the Board of Control. The Executive Director shall perform those duties specified in a written job description approved by the Board of Control and AS Senate.
- 2) The Board of Control shall initiate the hiring and termination of the Executive Director, subject to the approval of the AS Senate.

Section 10. Budgets

A. Normal Budgetary Process – Defined

The normal budgetary process shall be defined as including all AS financial transactions approved throughout the fiscal year.

B. Annual Budgets

1. Annual Budget: Associated Students

- a. The AS Board of Control shall approve the AS annual budget for the following fiscal year before April 15th. Those sections of the budget not having AS Board of Control approval by that date shall be subject to the approval of the Senate and AS President.
- b. The Senate's approval of the annual AS budget shall occur prior to the assumption of the AS President and the AS Senate of the following year. Those sections of the budget not having had Senate approval by such date shall be effective as approved by the Board of Control. The budget shall be subject to the approval of the outgoing AS President.

2. Annual Budget: University Student Union

- a. The Senate and AS President shall approve the USUBOT budget by May 1st. Those actions of the USUBOT budget not having approval by the Senate and AS President by May 1st shall be effective as approved by the USUBOT.
 - i. Should the USUBOT fail to present the USUBOT budget by April 15th to the Senate, the Senate shall consider the approved budget from the current fiscal year as the proposed budget.
- b. The University Student Union budget shall be submitted to the Vice President for Students Services, the Vice President for Administration and Finance, and the University President. The budget shall then be forwarded to the Chancellor's Office for final approval by June 1st.

3. Annual Budget: Isabel Paterson Child Development Center

- a. The CDCBOT shall submit an annual budget request to the AS Treasurer for inclusion in the annual AS Budget Hearings.

Section 11. Senate Committee on Audit

A. Membership

- 1) Two (2) Senators elected by the Senate, one of which who shall serve as chair of the committee. The chair shall be determined as the Senator receiving the greatest number of votes from amongst the Senate membership.
- 2) The Senate representative from the Board of Control whom does not serve as Chair Pro Tempore.
- 3) The Associate Vice President for Financial Management or his/her designated representative.
- 4) The University President or his/her designate d representative to the Senate.
- 5) The Committee shall recommend to the Senate the retention and termination of independent certified public accountants (CPA's) (REF CA Government Code Section 12586). The membership of the Audit Committee may include persons who are not members of the Senate, but shall include members of the AS Staff, the AS President, or the AS Treasurer. Members of the Board of Control may serve on the Audit Committee, but shall not comprise fifty percent or more of the voting membership.

B. Compensation of Members

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

C. Duties

The committee shall be in responsible for following;

- 1) To meet no less than once per quarter during the fiscal year.
- 2) To recommend to the Senate the selection, retention, and termination of the independent auditor
- 3) To negotiate the independent auditor's compensation, on behalf of the Senate
- 4) To confer with the auditor to satisfy its members that the financial affairs of the corporation are in order
- 5) To review and determine whether to accept the audit
- 6) To approve management's response to the recommendations contained in the audit.
- 7) To assure that any non-audit services performed by the auditing firm conform with standards for auditor independence
- 8) To approve the performance of non-audit services by the auditing firm
- 9) To make the audited financial statement available to the public for inspection no later than nine months after the close of the fiscal year to which the statements related.

- 10) The Committee on Audit shall be charged with the responsibility of maintaining its own separate working rules and annually submitting those rules to the Senate for approval no later than the committee's third meeting of the fall semester.

D. Manager's Report

The Executive Director of the Associated Students shall report to the committee.

Article II. AS Executives

Section 1. Executive Officers

A. Associated Students Executive Officers

1) Elected

The following executive officers shall be elected by the general student body: the AS President, the AS Vice-President, and the AS Treasurer.

2) Appointed

The following executive officers shall be appointed by the AS President and subject to confirmation by the AS Senate: the AS Chief of Staff and AS Chief Programming Officer.

3) Compensation

The aforementioned officers may each be granted a sum of money during his/her term of office. The AS Board of Control and the AS Senate shall determine the amount during the normal budgetary process in accordance with the appropriate provisions of the Bylaws and policies of the Associated Students.

4) Executive Initiatives

The aforementioned officers shall propose no later than the last day of September of each academic year, an Executive Officer's Initiatives, outlining the goals, priorities and general direction of said officer for the upcoming academic year. Each Executive Officer must submit his/her documented initiatives to the Senate.

B. Duties and Powers of the Executive Officers

1) The AS President

a. Duties

- i. The AS President shall serve as the Chief Executive Officer (CEO) of the Associated Students and as the official representative and host of the Associated Students to the administration of the university and the general public. The AS President shall be responsible for the proper conduct and efficient administration of all AS Executive activities and is responsible for the execution of the Associated Students policies.
- ii. To supervise, coordinate, advise, and assist in appointing the AS Cabinet Secretaries working in the areas of the AS Presidential authority.

- iii. The AS President shall be responsible for a State of the Associated Students Address. This address shall take place each academic semester no later than 30 days from the start of the corresponding semester.
 - iv. The outgoing AS President shall, jointly with the AS Treasurer, prepare a general progress report of the Associated Students activities during his/her term of office.
 - v. The AS President shall grant to any deserving person who has given service to the Associated Students the status of Friend of the Student Body. Any person so named shall receive an identification card, which shall entitle him/her and his/her guest to admission to all AS sponsored events at student prices. The AS President shall submit the names of candidates for this status to the AS Senate for its approval during the next report he/she makes to that body.
 - vi. The AS President shall regularly receive recommendations and advices from his/her cabinet, commissioners, and others as deemed necessary.
 - vii. The AS President, or his /her representative, shall be a member of the Academic Senate.
 - viii. The AS President shall appoint students to membership on campus committees in accordance with the Policy on Shared Governance.
 - ix. Within one week of the completed Associated Students' election, the AS President shall contact the AS President-elect to initiate a minimum two-week transitional period to review the duties, procedures, and responsibilities of the office. Other Transition topics may include, but are not limited to, incomplete projects or projects to be initiated; information considered pertinent to the effective operation of the Associated Students; working effectively with university personnel, student groups, and the campus community.
- b. Veto Procedures
- i. A Senate measure shall be defined as any bylaw, resolution, or fiscal policy of the Associated Students.
 - ii. Within five business days after his/her receipt of written notice of passage, the AS President must give written notice to the AS Senate if he/she intends to veto any measures. If he/she does not exercise his/her veto within five business days after receipt of the written notice of passage, the measures shall be effective immediately.
- c. Appointments
- i. The AS President shall have primary responsibility for the making of all AS Executive appointments.
 - ii. The AS President shall cause applications to be made available for vacant AS offices to all members of the Associated Students interested in filling positions. Such applications shall include information concerning the qualifications of the applicant.
 - iii. The AS President shall be responsible for ensuring that no student is concurrently appointed to more than one major appointive AS office. A major appointive AS office shall be: the AS Chief of Staff, AS Chief Programming Officer, AS Attorney

General, AS Public Defender, AS Justices, AS Commissioners, AS Presidential Cabinet, or any Manager of an AS Student Media outlet.

- iv. The AS President shall appoint special AS Executive committees as he/she deems necessary.
- v. All AS Judicial appointments shall be made no later than ten business days after the first formal day of instruction for the fall and spring semesters. At this time the AS President shall appoint well qualified candidates. If needed, an extension of time is at the discretion of the Senate.¹³

d. Succession

Upon the incapacitation, resignation, or withdrawal from the university by the AS President, the AS Vice President shall immediately become the AS President and shall serve in that office for the remainder of its term.

2) AS Vice President

a. Duties¹⁴

- i. The AS Vice President shall serve as the Chair of the officer of the Associated Students Board of Directors/Senate and is responsible for the proper operation and functioning of that body and its members.
- ii. The AS Vice President shall succeed to the office of AS President upon the incapacitation, resignation, or withdrawal from the university by the AS President.
- iii. To assist the AS President as deemed necessary by that officer.
- iv. To represent the AS Senate in meetings and deliberations of the Academic Senate, and to be a substitute member for all AS Senate representatives to Academic Senate sub-committees and all other all-university committees. The AS Vice President shall be a member of the Academic Senate.
- v. To place final adopted legislation on the desk of the AS President for his/her signature or veto.
- vi. To make all AS Senate information available to the student body.
- vii. To designate a Senator to represent him/her on all boards or committees of which the Vice President is a member.
- viii. Within one week of the completed Associated Students' election, the AS Vice President shall contact the AS Vice President-elect to initiate a minimum two-week transitional period to review the duties, procedures, and responsibilities of the office. Other Transition topics may include, but are not limited to, incomplete projects or projects to be initiated; information considered pertinent to the effective operation of the Associated Students; working effectively with university personnel, student groups, and the campus community.

¹³ Amended 9/3/03

¹⁴ Amended 5/15/02

b. Succession

Upon the succession to the AS Presidency or the incapacitation, resignation, or withdrawal from the university by the AS Vice President, the AS Senate Chair Pro-Tempore shall serve in that office for the remainder of its term. If there is no Chair Pro-Tempore at that time, the AS Senate shall elect the Chair Pro-Tempore from among its membership to assume the office of AS Vice President, and shall, upon the succession of that officer to the AS Vice Presidency, elect a new Chair Pro-Tempore. The Chair Pro-Tempore who shall be elected shall not serve as the AS Board of Control Pro-Tempore during the same semester.

3) AS Treasurer

a. Duties

- i. The AS Treasurer is responsible for the financial administration of the Associated Students. He/She shall oversee the preparation of the annual budgets of the Associated Students and shall receive the budget from the University Student Union.
- ii. The AS Treasurer shall be Chair of the AS Board of Control. In the absence of the AS Treasurer, the AS Senator serving as the Board of Control Chair Pro-Tempore shall be the presiding officer of the Board of Control.
- iii. The AS Treasurer may, at any time, require a full financial report from any Associated Students division, publication, activity, or officer.
- iv. The AS Treasurer shall make reports to the AS Senate, which shall include a detailed account of the financial condition of the Associated Students.
- v. Individuals holding the following university titles or equivalent positions are authorized to sign on all disbursements: Vice President for Administration and Finance, Associate Vice President for Financial Management, University Bursar, and General Accounting Manager
- vi. The outgoing AS Treasurer shall prepare a summary of the financial status of the Associated Students to be included in the AS President's general progress report.
- vii. The AS Treasurer shall be required to maintain a current record of all fiscal policies and procedures approved by the AS Board of Control. All approved policies and procedures shall be compiled into a fiscal manual.
- viii. Within one week of the completed Associated Students' election, the AS Treasurer shall contact the AS Treasurer-elect to initiate a minimum two-week transitional period to review the duties, procedures, and responsibilities of the office. Other Transition topics may include, but are not limited to, incomplete projects or projects to be initiated; information considered pertinent to the effective operation of the Associated Students; working effectively with university personnel, student groups, and the campus community.

b. Succession

Upon the incapacitation, resignation, or withdrawal from the university by the AS Treasurer, the AS Senator, serving as the AS Board of Control Pro-Tempore, shall immediately become the AS Treasurer and shall serve in that office for the remainder of its term. The Board of Control Chair Pro-Tempore shall not serve concurrently as the AS Senate Pro-Tempore.

4) AS Chief of Staff

a. Duties

- i. The AS Chief of Staff shall serve as the ranking member of the AS Presidential Cabinet and shall be the senior policy making advisor to the administration.
- ii. To assist the AS President in any capacity as deemed necessary by that officer and assume those duties delegated to the Presidential Cabinet, which are unfilled with Cabinet Secretaries.
- iii. To supervise, coordinate, assist, and keep accurate records of activities and performances of the Presidential Cabinet and submit such records to the AS President in an end-of-the-year report.
- iv. To keep a current set of Operating Procedures, which shall complement these Bylaws to govern day-to-day operations of the cabinet, and present proposed revisions of the Operating Procedures as needed for approval by the AS President.
- v. To serve as the AS President's official designated representative to any board or committee of which he/she is a member.
- vi. To assist the AS President in the recruitment and placement of volunteer members of the Associated Students government to specific assignments as deemed by said officer.
- vii. To provide necessary training and transition to those who are assigned duties and responsibilities under the supervision of the administration.
- viii. To keep up-to-date information on any vacancy of an Executive branch position and provide public notice for recruitment.
- ix. Within one week of the Associated Students Presidential appoint to the Chief of Staff position, the AS Chief of Staff may contact the newly appointed Chief of Staff to initiate a minimum two-week transitional period to review the duties, procedures, and responsibilities of the office. Other transition topics may include, but are not limited to, incomplete projects or projects to be initiated; information considered pertinent to the effective operation of the Associated Students; working effectively with university personnel, student groups, and the campus community.

b. Succession

Upon the incapacitation, resignation, or withdrawal from the university by the AS Chief of Staff, the President may appoint a new Chief of Staff, upon confirmation by the Senate.

5) AS Chief Programming Officer¹⁵

a. Duties

- i. The AS Chief Programming Officer shall be responsible for the daily programming functions of the Associated Students Executive Commissions. This officer shall ensure that Commission programs are adequately planned, promoted, and implemented within budgetary limits.

¹⁵ Amended 5/13/09

- ii. To assist the AS President in any capacity as deemed necessary by that officer and assume those duties delegated to the AS Commissions which are unfilled.
- iii. To promote coordination and collaboration among the AS Executive Commissioners and facilitate the integration of their programs with the efforts of other ASI and campus agencies including, but not limited to STARS/SOAR, SLD, Program Council, Housing, etc.
- iv. To provide periodic reports to the AS Senate on the programs and progress of each Commission.
- v. To serve as the AS President's official designated representative to any programming board or committee of which he/she is a member.
- vi. To attend all meetings of the USU Program Council and serve as a voting member.
- vii. To serve as a liaison between Student Government and the full-time programming staff of ASI, including the Assistant Director of USU Programs, USU Program Coordinator, and Beach Pride Center Coordinator.
- viii. Convenes and chairs weekly meetings of the AS Commissioners throughout the year.
- ix. To keep up-to-date information on any vacancy of a Commission position and provide public notice for recruitment.
- x. Within one week of the Associated Students Presidential appointment of the Chief Programming Officer position, the incumbent Chief Programming Officer must contact the newly appointed Chief Programming Officer to initiate a minimum two-week transitional period. The transition period will be used to review duties, procedures, and responsibilities of the office. Other transition topics may include, but are not limited to, incomplete projects or projects to be initiated; information considered pertinent to the effective operation of the Associated Students; working effectively with university personnel, student groups, and the campus community.

b. Succession

Upon the incapacitation, resignation, or withdrawal from the university by the AS Chief Programming Officer the President may appoint a new Chief Programming Officer, upon confirmation by the Senate.

Section 2. Presidential Cabinet

A. General Provisions

- 1) The chief purpose of AS President's Cabinet is to assist the AS President in carrying out the duties and objectives of the administration. The Cabinet shall consist of five Cabinet Secretaries specializing in areas of student interest. The Cabinet shall be supervised by the AS Chief of Staff and generally charged with the duties outlined below and any other duties as deemed necessary by the AS President.

- a. The AS President may appoint Assistant Secretaries and/or Presiding Officers of the Presidential Committee under supervision of the respective Cabinet Secretaries with the confirmation of the Senate.

2) Appointments

All AS Presidential Cabinet members shall be appointed by the AS President and shall be subject to confirmation by the AS Senate.

3) Compensation

The AS Presidential Cabinet members may be granted a sum of money during his/her term in office. The AS Board of Control and AS Senate shall determine the amount during the normal budgetary process in accordance with the appropriate provisions of the Bylaws and policies of the Associated Students.

B. Cabinet Secretaries

1) Secretary for Academic Affairs

The Secretary for Academic Affairs shall be the secretary responsible for all Associated Students' interests in both the system wide and university academic affairs.

Duties:

- a. To provide relevant information in the areas of educational policy, curriculum, and other issues pending on the University and System wide Academic Senate.
- b. To provide sufficient support and aide to student delegates to committees and councils on the Academic Senate.

2) Secretary for Internal Affairs

The Secretary for Internal Affairs shall be the secretary responsible for representing the perspective of the Associated Students in the development and execution of programs and services within the ASI and the university, while maintaining positive relationships with respective entities.

Duties:

- a. To provide relevant information in the areas of Student Services, Parking, Housing and Residential Life Health Center, and any other divisions or departments of the university which affect student life in general.
- b. To develop new and/or different strategies for the implementation of new or existing AS programs and services, including but not limited to the University Student Union, the Isabel Patterson Child Development Center, and the Recycling Center.

3) Secretary for Cultural Diversity

The Secretary for Cultural Diversity shall be the secretary responsible for increasing awareness of cultural diversity among the Associated Students and the campus community.

Duties:

- a. To attend to matters which pertain to cultural affairs.
- b. To supervise, coordinate, advise, and assist in recruitment for students holding membership in any campus diversity committee.
- c. To serve as Chair of the Cultural Council.
- d. To create a Cultural Council for the purpose of increasing dialogue around differences among students. The Council will meet at least once a month during the academic year. Membership of the council shall have voting rights and shall include, but not be limited to: 1 Senator, 1 AS staff member, Director of the Multicultural Center, and 1 member of each cultural organization approved by the Office of Student Life and Development
- e. To plan a campus-wide Multicultural event with the assistance of the Cultural Council

4) Secretary for City Affairs

The Secretary for City Affairs shall be the secretary responsible for representing the interests of the Associated Students in all community interaction, including but not limited to the City of Long Beach and the Long Beach area Chamber of Commerce.

Duties:

- a. To establish and foster a working relationship with the Long Beach City Council and other community entities.
- b. To establish and foster a working relationship with Local legislatures and represent the university community.
- c. To participate in the Long Beach Chamber of Commerce in conjunction with the Development Associate.
- d. To coordinate the development of a Lobby Corps to advocate legislation or issues on behalf of CSULB students and facilitate its operations.

5) Secretary for Systemwide Affairs

The Secretary for Systemwide Affairs shall be the secretary responsible for representing the interests of the Associated Students to, but not limited to California State Student Association, the California State University system, and State legislatures.

Duties:

- a. To co-represent the university and ASI in the California State Students Association.
- b. To provide a report on statewide effort in regards to, but not limited to university affairs, academic affairs, environmental affairs, and legislative affairs to respective officers of the Associated Students.
- c. To act as a liaison to the CSU Trustees and the CSU Chancellor's Office in regards to matters affecting CSULB students.

- d. To coordinate the development of a Lobby Corps to advocate legislation or issues on behalf of CSULB students and facilitate its operations.

6) Secretary for Women's Affairs

The Secretary for Women's Affairs shall be the secretary responsible for increasing the visibility of and opportunities for the advancement of women or transgendered women through awareness and education of the various issues relevant to women at CSULB.

The secretary shall also work to provide an environment that encourages the well being, empowerment and success for all female and female-identified students.

Duties:

- a. To attend to matters which pertain to women's affairs for the campus community.
- b. To represent the ASI President as a designee on women's affairs events, committees, and/or special circumstances in which he/she is unable to attend.
- c. To act as liaison between the ASI President and women students.
- d. To collaborate and meet monthly with the Director of the Women's Resource Center (WRC) to promote and plan events or programs for the student body.
- e. To serve as a student member on the President's Commission on the Status of Women (PCSW).
- f. To serve as a student member on Women's Resource Center projects
- g. To collaborate with representatives of campus, local, state, and federal governments to support initiatives that promote women.
- h. To help recruit and transition the successor of the respective Secretary of Women's Affairs position.

7) Secretary for Lesbian, Gay, Bisexual, Transgender, Intersexual and Queer Affairs (LGBTIQ).

The Secretary shall be responsible for promoting awareness and appreciation of students who are Lesbian, Gay, Bisexual, Transgender, Intersexual, and Queer (LGBTIQ) in order to foster a multicultural and safe educational environment. The Secretary shall serve as Chair of the LGBTIQ Council.

Duties:

- a. To attend to matters which pertain to Lesbian, Gay, Bisexual, Transgender, Intersexual, and Queer (LGBTIQ) students within the campus community.
- b. To supervise, coordinate, and assist in recruitment of students holding membership in LGBTIQ campus committees.
- c. To create a LGBTIQ Council and meet at least once a month during the academic year. Members of the council shall have voting rights and shall include but not be limited to: 1 Senator, 2 representatives from the LGBTIQ Resource Center, 1 AS staff member, LGBTIQ student organizations executive members and their advisors, 1 staff member from Student Life and Development.

- d. Conduct an annual survey to gage campus climate and awareness of LGBTIQ related issues.
- e. To serve as a liaison to the Lavender Graduation Ceremony.
- f. To aid in communication between the LGBTIQ Resource Center and the Senate. The Secretary shall report to the Senate at least twice per semester.

8) Secretary of Disability Affairs

The Secretary shall be responsible for promoting awareness and equality of disabled students, a traditionally under-represented group, in order to foster greater understanding and comfort between disabled students and the campus as a whole.

Duties:

- a. To serve on the Disabled Students' Advisory Committee.
- b. To interface with the University Planning Committee.
- c. To work with Disabled Student Services to organize meetings with members of
- d. Disabled Student Services at least twice a semester to share any related concerns.
- e. To organize a Disabled Students Awareness Day to be held on campus every spring.
 - 1. This event should include but not be limited to the Executive branch and Senate working on campus with a created disability,
 - 2. It should end with a panel discussion to answer questions from the general public about disabilities and any related issues. This panel should consist of at least:
 - a. Secretary for Disabled Affairs
 - b. Director of Disabled Student Services
 - c. Three members of Disabled Students representing several disabilities
 - d. ASI president or designee
 - e. One ASI Senator
- f. To aid in communication between Disabled Student Services and the Senate. The Secretary shall report to the Senate at least twice per semester.

Section 3. Other AS Officers

A. General Provisions

1) Purpose

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

2) Appointments

Except as indicated in these Bylaws, all appointed AS Special Officers shall be appointed by the AS President, and shall be subject to confirmation by the AS Senate.

3) Compensation

The Special Officers may be granted a sum of money during their term in office. The AS Board of Control and AS Senate shall determined amount during the normal budgetary process in accordance with the appropriate provisions of these Bylaws and the policies of the Associated Students.

4) Office Hours

The Special Offices shall be required to maintain a minimum of 3 office hours per week. All office hours must be recorded with the Assistant Director of Student Involvement and Leadership and/or the AS Department Secretary

B. Other Officers

1) AS Attorney General

a. Duties

- i. To prosecute for the Associated Students before the AS Judiciary.
- ii. To defend the Associated Students when involved in litigation before the Associated Students Judiciary.
- iii. To enforce the AS Bylaws.
- iv. To serve as prosecutor on behalf of the Associated Students, in all impeachments and impeachment trials.
- v. To assist, upon request, in the initiative, referendum, recall, or impeachment procedures by reviewing the petition(s) to insure conformity to the requirements as stated in the AS Bylaws.
- vi. To annually update and supplement the Manual of Rules, Procedures, and Operations of the Office of the Associated Students Attorney General and have it approved by the AS President.
- vii. To report to the Senate at least twice a semester.

b. Power

- i. The AS Attorney General shall have the power to appoint deputies.
- ii. Subpoenas
 - (a) The AS Attorney General shall have the power of AS Subpoena, Subpoena Ad Testificandum, and Subpoena Duce Tecum.
 - (b) The AS Attorney General shall have the final authority and responsibility for all subpoenas issued by the office of the Attorney General.

- (c) Failure to obey a subpoena issued by the office of the Attorney General may result in a contempt citation being filed with the ASI.
- (d) The AS Attorney General will recommend to the Associate Vice President for Student Services appropriate actions for persons cited or found guilty of contempt.

iii. Office of the Attorney General

- (a) The Attorney General, Deputy Attorney General, and other staff members shall constitute the office of the Attorney General.
- (b) It shall be the duty, power, and responsibility of the Attorney General to ensure the efficient operation and proper functioning of the office of the Attorney General.

2) AS Public Defender

The appointment of the AS Public Defender will be made directly by the AS Senate.

a. Duties

- i. To defend, upon request, any individual being prosecuted by the Associated Students.
- ii. To act in the capacity of a consumer advocate and call to the attention of the appropriate body or persons unfair practices, which may exist on campus.
- iii. To assist any individual, upon request, in filing papers preparatory to bringing a case to the AS Judiciary.
- iv. To assist students, upon request in the presentation of initiative, referendum, recall, bylaw amendment, or impeachment petitions and actions.
- v. To assist any individual, upon request, in the presentation of cases before the AS Judiciary.
- vi. To report to the Senate at least twice a semester.
- vii. To annually update and supplement the Manual of Rules, Procedures and Operations of the Office of the Associated Students Public defender.

b. Powers

- i. The AS Public Defender shall have the power to serve AS subpoenas, Subpoena Ad Testificandum, and Subpoena Duce Tecum.
 - (a) Should a party fail to obey a subpoena issued by the Office of the Public Defender, the Public Defender may request the Attorney General to file contempt charges against the offending party.
- ii. The AS Public Defender shall have the power to appoint deputies.

3) AS Government Recruitment and Training Officer

a. Purpose

The Government Recruitment and Training Officer shall be responsible for providing leadership and management training for student to be future leaders of the Associated Students. The Office shall provide recruitment information to the Associated Students and actively seek participants. The Office shall be responsible for general and branch specific training programs for students.

b. Membership

- i. The Government Recruitment and Training Officer
- ii. Elements specified in Section "c"
- iii. Additional membership officers, agencies and activities offices, agencies and activities established by the Bylaws, the AS President or the Government Recruitment and Training Officer.

c. Duties of the Government Recruitment and Training Officer

- i. To serve as head of recruitment and training for the Associated Students
- ii. To recommend to the Treasurer the annual budget for the recruitment and training activities of the Associated Students
- iii. To act as a principal advisor to the President for the leadership training program of the Associated Students
- iv. To supervise and coordinate the recruitment and training program of the Associated Students including:
 - (a) Freshman recruitment
 - (b) Transfer student recruitment
 - (c) Government mentor program.
- v. To be responsible for providing information on recruitment and training to and consult on specific program with following officers:
 - (a) The President
 - (b) The Vice President, for the purpose of Legislative training program
 - (c) The Chief Justice, for the purpose of Judicial training program
 - (d) The Chief Programming Officer, for the purpose of Executive Commission training program
 - (e) The Chief of Staff, for the purpose of the President's Cabinet training program.

- d. Associate Members of the Government Recruitment and Training program
 - i. Assistant Government Recruitment and Training Officer
 - (a) There shall be maximum of three (3) Assistant Government Recruitment and Training Officers appointed by the President with the advice and consent of the Senate
 - (b) Assistant Government Recruitment and Training Officers shall serve in general or specific areas assigned by the President with a recommendation of the Officer.
 - ii. Junior Officers Training Program
 - (a) There shall be Junior Officers Training Program, also known and hereafter referred as the Beach Team.
 - (b) The Beach Team shall establish its own procedure with concurrence of the Officer.

Article III. AS Judiciary

Section 1. Judicial Membership

A. General Provisions

1) Purpose

To review all actions or documents of any Associated Student agency, body, organization, or office holder within the Associated Student upon filing of a petition. The petition must be filled in compliance with the Working Rules and Procedures of the AS Judiciary.

2) Appointments

All AS Justices shall be appointed by the AS President, and shall be subject to confirmation by the AS Senate.

3) Compensation

The Judiciary members may each be granted a sum of money during his/her term of office. The AS Board of Control and the AS Senate shall determine the amount during the normal budgetary process in accordance with the appropriate provisions of the Bylaws and policies of the Associated Students.

4) Office Hours

The Judiciary members shall be required to maintain a minimum of 3 office hours per week. All office hours must be recorded with the Assistant Director for Student Leadership and Involvement and/or AS Department Secretary.

B. Voting Membership

- 1)** The voting members of the Judiciary shall consist of the following:
 - a. The AS Chief Justice
 - b. Six AS Associate Justices
- 2)** AS Chief Justice
 - a. The Chief Justice shall have a term of office of one year.
 - b. The Chief Justice shall have served as an Associate Justice prior to being appointed as Chief Justice. When there are one or no Associate Justices available for appointment to Chief Justice, a Chief Justice may be appointed who has not serve as an Associate Justice.
 - c. The Chief Justice shall set the Judiciary's agenda and case docket.
 - d. The Chief Justice shall call meetings of the Judiciary no less than once per month during the regular academic semester.
 - e. The AS President-elect, prior to taking office, shall be allowed to appoint a Chief Justice Designate. This appointment shall be subject to approval by the current AS Senate. The Chief Justice Designate shall assume office on the last day of the Spring Semester.
- 3)** AS Associate Justices
 - a. Associate Justices shall have a term of one year. They shall be designated as holding offices A, B, C, D, E, and F.
 - b. Terms of office for Associate Justices holding offices A, B, and C shall start the first day of fall semester and terminate on the last day of the following spring semester. The terms of office for Associate Justices holding offices D, E, and F shall start on the first day of spring semester and terminate on the last day of the following fall semester.
 - c. It is the duty of all Associate Justices to attend the meetings of the AS Judiciary.
 - 1) Any Associate Justice that accumulates three unexecuted absences in a single semester shall be referred to the AS Judiciary for disciplinary action to include removal from office as stated in these Bylaws, Chapter I, Article III, Sections 8 and 9.
 - 2) Any Associate Justice that misses 50% or more of a meeting because of late arrival or early departure shall receive an unexcused absence.
 - 3) Any Associate Justice that fails to attend a scheduled meeting, regardless of quorum or business conducted, will receive an unexcused absence.
 - 4) Proof of medical emergency is grounds for an excused absence.

- 5) The Chief Justice of his/her designated representative shall be responsible for recording absences and reporting any Associate Justice who violates the above rules.
- 6) As soon as possible following an Associate Justice's impeachment or resignation, the AS Chief Justice shall notify the AS President that a new appointment is required in the Judiciary.

C. Non-Voting Membership

- 1) The non-voting members of the Judiciary shall consist of the following:
 - a. The Judiciary Court Clerk, who shall be appointed by the Chief Justice.
 - b. The President of the University or his/her designated representative.
 - c. One Faculty representative selected by the Academic Senate.

Section 2. Judicial Action

A. Request for Judicial Review

The petitioner shall be an individual who is personally and directly affected by, or who is a member of an organization which is directly affected by, the action for which review is requested; subject to the stipulation that only the AS Attorney General or his/her designee may represent the Associated Students.

B. Request for Judicial Action

A request for judicial action may be made in the form of a petition by any member of the Associated Students. The petition must be heard by the Judiciary within 30 days of the officially filed petition whenever the University is in a regular academic semester.

C. Judicial Authority in Contested Elections

The AS Judiciary shall be the final authority in all contested elections.

D. Legal Counsel

At no time shall professional or hired legal counsel, whether for compensation or pro-bono, represent any member of the Associated Students before the AS Judiciary.

E. Petition for Request for Judicial Action

This petition form must be obtained from the AS Judiciary, the AS Attorney General, or the AS Public Defender.

F. Filing of Decisions

Filing of decisions of the AS Judiciary shall be placed in permanent document files of the Associated Students under the custody of the AS Executive Director and the Vice President for Student Services or his/her designated representative.

Article IV. Subsidiary Boards¹⁶

Section 1. University Student Union Board of Trustees

A. Purpose

The University Student Union Board of Trustees (hereafter referred to as the USUBOT) shall on behalf of the Associated Student Senate, be responsible for the oversight of the University Student Union (USU) and Student Recreation and Wellness Center (SRWC) facilities and programs for the primary benefit of CSULB students with ample consideration for the needs and interests of faculty, staff, alumni and the local community. Duties shall include but not be limited to approving and monitoring the annual budget of the University Student Union, establishing fees for facility use and services and approving policy for all phases of operation.

B. General Provisions: ASI Authority

Except as otherwise provided in the Agreement and Lease between the California State University Trustees and the ASI, the ASI Bylaws, and applicable State laws, rules, regulations, or policies, the AS Associate Executive Director/Director of the University Student Union shall operate the University Student Union and Student Recreation and Wellness Center in consultation with the Board subject to the following terms and conditions:

- 1) The USUBOT shall establish policy for all phases of the operation of the University Student Union and Student Recreation and Wellness Center including, but not limited to, planning, future expansion, and construction, rental of spaces, programs, services, and charges. All policies shall be subject to approval by the AS Senate.
- 2) The AS Senate may establish general policies and financial guidelines for the University Student Union and Student Recreation and Wellness Center but shall not intervene in the day-to-day management and operation of the USU.
- 3) The AS Senate has authority to approve the annual budget of the USU and the SRWC. Once the annual budget has been approved, the USUBOT has sole authority to reallocate the budget within the limit of the annual allocation. Any increases in the annual budget allocation will require AS Senate approval.

C. Duties

- 1) To meet at least once per month during the fiscal year.
- 2) To review and approve a mission statement that clearly articulates the USU's and SRWC's goals, means, and primary constituents served.
- 3) To fully understand and support the mission statement and to review it periodically for accuracy and validity.
- 4) To review and approve policies regarding all aspects of the operation and administration of facilities supported by the University Student Union fee. Such policies shall serve to guide and support the provision of services and assure compliance with lease provisions, campus regulations, ASI policy, professional standards, and sound business practice.

¹⁶ Amended 9/20/06

- 5) To ensure effective organizational planning by actively participating with staff in an overall planning process and assisting in the implementation of the plan's goals.
- 6) To recommend the annual budget of the University Student Union Fund to the AS Senate.
- 7) To review and approve all major program proposals, ensure their consistency with the USU's and SRWC's mission, and monitor their effectiveness.
- 8) To prepare with the ASI Associate Executive Director/Director, University Student Union a schedule of facility rental fees, memberships fees, and user fees.
- 9) To be the final reviewing board for complaints regarding USU and SRWC programs, services, or facilities.
- 10) To recommend to the AS Senate, Vice President for Student Services, and the Vice President for Administration and Finance plans for additions and modifications to the University Student Union or Student Recreation and Wellness Center.
- 11) To receive and act upon periodic evaluations of the University Student Union and Student Recreation and Wellness Center programs as reported by the ASI Associated Executive Director/Director, University Student Union.
- 12) To continually inform interested parties and organizations about the existence, purpose, activities, and accomplishments of the University Student Union and Student Recreation and Wellness Center.
- 13) To review and recommend applicants for the position of ASI Associate Executive Director/Director, University Student Union through appropriate Associated Students and university procedures.
- 14) To establish working procedures for the USUBOT and its auxiliary bodies.
- 15) To propose amendments to this section of the Bylaws to the AS Senate as deemed necessary by a majority of the USUBOT.

D. Associate Executive Director/Director of the University Student Union

The Associated Students shall employ an Associate Executive Director/Director of the University Student Union who shall report directly to the Executive Director. The Director will perform those duties specified in a written job description approved by the AS Senate.

E. Membership

- 1) Voting
 - a. AS President or his/her designated representative.
 - b. AS Vice President or his/her designated representative
 - c. AS Treasurer or his/her designated representative.
 - d. Two AS Senate representatives elected by the AS Senate.
 - e. Five student representatives elected at-large.

- f. Vice President for Student Services or his/her designated representative.
- g. Vice President for Administration and Finance or his/her designated representative.
- h. One faculty representative appointed by the Academic Senate.
- i. One staff representative from the University appointed by the Staff Council.
- j. Alumni representative appointed by Alumni Association Board of Directors.

2) Non-Voting

- a. ASI Executive Director
- b. Associate Executive Director/Director of the University Student Union

3) Student Representatives at-Large

- a. The five student representatives at-large will be elected by the student body during the annual general election held each spring.
- b. The term of office for each at-large position shall be one year.
- c. If a vacancy occurs in at-large positions, the Board shall review candidates for the vacant position and forward their recommendation to the A.S. Senate.
- d. The five student representatives at-large may each be granted a sum of money during his/her term of office. The USUBOT and the AS Senate shall determine the amount during the normal budgetary process in accordance with the appropriate provisions of the Bylaws and policies of the Associated Students.
- e. The five student representatives at-large shall be required to maintain office hours each week in accordance with the working rules and procedures of the USUBOT. All office hours must be recorded with the Associate Director of the Student Involvement and Leadership and/or AS Department Secretary
- f. No staff member of the University Student Union may serve concurrently as a student-at-large representative to the USUBOT.¹⁷

F. Quorum

A quorum shall consist of eight (8) voting members, five (5) of whom shall be student trustees.

G. Officers of the University Student Union Board of Trustees

- 1)** The USUBOT shall elect a Chair from among the student-at-large representatives. This Office must be filled at the first meeting of the fiscal year.
- 2)** The USUBOT shall elect a Vice Chair to serve in the absence of the Chair. This Office must be filled at the first meeting of the fiscal year.
- 3)** The ASI Associate Executive Director/Director of the University Student Union shall serve as Secretary of the USUBOT.

¹⁷ Adopted 10/15/08 to become effective Fall 2009

- 4) An Executive Committee shall serve in the absence of, or at the designation of the Board. The Chair shall call meetings as needed. The membership shall consist of the following members:
 - a. Chair of the USUBOT
 - b. Vice Chair of the USUBOT
 - c. AS President or his/her designated representative
 - d. A student-at-large representative designated by the Chair of the USUBOT.
 - e. Vice President for Student Services or his/her designated representative.
 - f. Vice President for Administration and Finance or his/her designated representative.
 - g. ASI Executive Director (non-voting)
 - h. Associate Executive Director/Director of the University Student Union (non-voting)
- 5) A quorum shall consist of three voting members. All actions taken by the Executive Committee shall be presented to the Board at its next regularly scheduled meeting and recorded in the minutes.
- 6) Final authority for all USUBOT actions rests with the Office of the Vice President for Student Services.

H. Minutes of the University Student Union Board of Trustees

- 1) The minutes of the USUBOT shall be forwarded to the AS Senate to ensure conformance with overall policies and financial guidelines established by the AS Senate. Such financial actions by the BOT that are not in conformance with policies and financial guidelines established by the AS Senate shall be referred back to the USUBOT with recommendations for change or modification.
- 2) Changes in the University Student Union Budget after the annual budget is approved by the AS Senate must no increase in the overall operating budget and that such action conforms with the policies and financial guidelines established by the AS Senate. The USUBOT may delegate certain budgetary and dispersing authority to the ASI Associate Executive Director/Director of the University Student Union, as it deems appropriate.
- 3) Actions of the USUBOT concerning space allocations shall be referred to the AS Senate for information only.
- 4) By majority vote, the AS Senate may review action taken by the USUBOT to assure compliance with the general policies and guidelines established or required by the Associated Students regarding the operation of the University Student Union.

Section 2. Isabel Patterson Child Development Center Board of Trustees

A. Purpose

The Isabel Patterson Child Development Center Board of Trustees (hereafter referred to as the CDCBOT) shall on behalf of the Associated Students Senate be responsible for the oversight of an early childhood education program for the children of CSULB students and the children of alumni, staff, and faculty and community members as space permits. Duties shall include but not be limited to

reviewing and monitoring the annual budget, establishing fees for services, and approving policy for all phases of operation including use of the Isabel Patterson Child Development Center facilities.

B. Duties

- 1)** To attend new member orientation held in June of each year upon installation of the new CDCBOT members. This requirement is for new members only. Returning members may attend at their discretion.
- 2)** To meet twice a semester during the academic year.
- 3)** To review and approve a mission statement, which clearly articulates the Center's goals, means, and primary constituents served. To fully understand and support the mission statement and to review it periodically for accuracy and validity.
- 4)** To ensure effective organizational planning by actively participating with staff in an overall planning process.
- 5)** To review and approve all major program proposals, ensure their consistency with the Center's mission, and monitor their effectiveness.
- 6)** To review and approve policies that guide and support the provision of services to ensure compliance with licensing, accreditation bodies, and funding terms and conditions.
- 7)** To be the final reviewing board for parent grievances.
- 8)** To review and forward all major interior and exterior construction proposals.
- 9)** To receive and act upon periodic evaluations of the Isabel Patterson Child Development Center program as reported by the Isabel Patterson Child Development Center Director, hereafter referred to as Director.
- 10)** To acquire the necessary resources to support the Center's operations. This includes working in partnership with the Director and development staff to raise funds from external sources.
- 11)** To continually inform interested parties and organizations about the existence, purpose, activities, and accomplishments of the Isabel Patterson Child Development Center.
- 12)** To review and recommend applicants for the position of Director through appropriate Associated Students and university procedures.
- 13)** To establish working procedures for the Board and its auxiliary bodies.
- 14)** To develop an understanding of basic licensing, accreditation, and funding requirements, terms, and conditions.
- 15)** To propose amendments to this section of the Bylaws to the AS Senate as deemed necessary by a majority of the CDCBOT.

C. Membership

1) Voting

- a. A student parent representative, to be elected by the CDC Parent Council at the last meeting of the prior academic year. If no student parent is available, the parent representative may be selected from among staff, alumni or community parent.
- b. One student-at-large appointed by the AS Senate.
- c. AS President or his/her designated representative.
- d. One AS Senate representative elected from the AS Senate.
- e. One faculty representative selected by the Academic Senate.
- f. One staff representative from the University, to be appointed by Staff Affairs Council.
- g. A representative from the Student Services Division appointed by the Vice President for Student Services.
- h. Two community representatives nominated by the Development Committee and appointed by majority vote of the CDCBOT.

2) Non-voting

- a. The Director of the Isabel Patterson Child Development Center.
- b. Associate Vice President of Student Services or his/her designated representative.
- c. A staff representative from the Isabel Patterson Child Development Center, to be elected by a majority of the Center staff.
- d. ASI Executive Director or his/her designated representative.
- e. ASI Treasurer or his/her designated representative.

3) Term of Office

All members of the CDCBOT, except the Community Representatives, serve a term of one year, which will commence on June 1 or as otherwise mandated by their term of office. Community representatives shall serve a term of two years.

4) Quorum

A quorum shall consist of a majority of the membership present and voting, one of which must be a student.

5) Student Trustees

- a. No staff member of the Child Development Center may serve concurrently as a student-at-large representative to the CDCBOT.
- b. The term of office for each at-large position shall be one (1) year, commencing June 1.

- c. If a vacancy occurs in an at-large position, the CDCBOT shall appoint a student to fill the vacancy for the remainder of the term with the approval of the AS Senate.

D. Procedures

1) Officers of the Board

- a. The CDCBOT shall elect in the first meeting of the new CDCBOT, a Chairperson and Vice Chairperson from the voting membership.
- b. The CDC Director shall serve as Secretary of the CDCBOT.
- c. Program proposals will be submitted to the CDCBOT via the Director.
- d. The Chair shall be responsible for the preparing the agenda with the Director.

2) Additional working procedures shall be established by the CDCBOT.

3) Final authority for all Isabel Patterson Child Development Center actions rests with the Vice President for Student Services.

E. Auxiliary Bodies of the Board of Trustees

The following are permanent committees of the CDCBOT. The Director of the Isabel Patterson Child Development Center will serve as an ex-officio member on all auxiliary bodies.

1) Development Committee

a. Membership

All members of the CDCBOT shall also serve as members of the Development Committee. In addition, the following individuals shall serve as non-voting, ex officio members of the committee:

- i. ASI Development Associate
- ii. Director of Development, Division of Student Services

b. Duties

- i. To lead the CDCBOT's participation in resource development and fundraising.
- ii. To assist in the identification and recruitment of prospective members of the CDCBOT who represent the mission of the Isabel Patterson Child Development Center.
- iii. To work with the Development Office and Center staff to develop long-term fundraising plans, such as capital campaigns, planned giving, and endowments.
- iv. To develop policies, plans, procedures, and schedules for CDCBOT involvement in fund-raising.
- v. To familiarize Trustees with fundraising skills and techniques so that they are comfortable raising money.

- vi. To play a strong role in identifying, cultivating, and approaching major donors.

2) CDC Parent Council

a. Membership

The CDC Parent Council will be composed of all parents who have children currently enrolled in the Isabel Patterson Child Development Center program.

b. Duties

- i. To elect a Chairperson.
- ii. To develop goals and objectives for the betterment of the Isabel Patterson Child Development Center.
- iii. To provide opportunities for and encourage parent involvement and interaction.
- iv. To provide parent education experiences.
- v. To assist the Child Development Center in its fundraising activities
- vi. To participate in the Center's self-evaluation process.

Section 3. Student Media Board

A. Purpose

The Associated Students, Incorporated asserts the need to establish an independent Student Media Board, representing the broad interests of the university community, to assist in the development and maintenance of strong, independent, and responsible vehicles for free expression. The Student Media Board shall insulate student media from political and budgetary constraints on the part of organized interest groups, and at the same time ensure that it remains accountable to the student body as a whole. Areas under the purview of the Student Media Board shall include, but not be limited to, editorial operations, broadcast operations, media development, capital improvements, and fundraising.

B. Duties

- 1) To meet once per month during the regular academic year.
- 2) Review all major proposals for publications and media outlets, and forward recommendations to the AS Senate for approval.
- 3) Develop, in writing, Student Media Policies to guide operations of the Long Beach Union newspaper, The Goldmine Yearbook, K-Beach radio, and any other media outlet supported by resources of the Associated Students, Incorporated.
- 4) Establish grievance procedures, serve as the grievance board, and take appropriate steps to resolve any internal or external disputes.
- 5) Review and approve new or amended job descriptions for all paid employees of the student media, designating essential duties, and minimum qualifications.

- 6) Review and interview applicants for Editors-in-Chief and Station Managers and select qualified candidates.
- 7) Recall Editors-in-Chief or Station Managers by a 2/3 vote of the entire voting membership pursuant to procedures provided in the respective Charters of each organization. .
- 8) Assist student media in identifying opportunities for, and implementing fundraising activities.
- 9) Establish working rules and procedures for the Student Media Board and its auxiliary bodies.
- 10) Develop a Code of Professional Conduct for employees of the student media.
- 11) Review the operations of the media, including investigation of specific instances of news coverage or editorial comment, and recommend changes in procedure where deemed appropriate.
- 12) Review annual budgets before presentation to the AS Board of Control.
- 13) Review the financial operation and progress of the student media.
- 14) To propose amendments to this section of the Bylaws to the AS Senate as deemed necessary by a majority of the Student Media Board

C. Membership

- 1) Voting
 - a. One faculty representative nominated by the Student Media Board and approved by the Academic Senate.
 - b. One AS Senate representative elected by the AS Senate
 - c. One representative from the Division of Student Services
 - d. Long Beach Union Editor-in-Chief
 - e. Goldmine Yearbook Editor-in-Chief
 - f. K-Beach General Manager
 - g. Four student-at-large representatives to be elected during the Spring General Election.
- 2) Non-voting
 - a. ASI Student Media Advisor
- 3) Quorum shall consist of a majority of the voting membership, three of which must be students.
- 4) Faculty Representative

The faculty representative to the Student Media Board may not serve concurrently as the faculty advisor for any student media governed by the board.
- 5) Student Representatives at-large

- a. No staff member of the student media may serve concurrently as a student-at-large representative to the board.
- b. The term of office for each at-large position shall be one year.
- c. If a vacancy occurs in an at-large position, the Student Media Board shall appoint a student to fill the vacancy for the remainder of the term with the advice and consent of the AS Senate.

D. Officers of the Student Media Board

- 1) By the end of its second meeting of the newly elected board, the Student Media Board shall elect a Chair from among the voting membership. The chair shall be elected by a majority of the membership present and voting.
- 2) The Student Media Board shall also elect a Chair Pro-Tempore from among the voting membership to serve in the absence of the Chair. The Pro-Tempore shall be elected by a majority of the membership present and voting.
- 3) The AS Student Media Advisor shall serve as the Secretary to the Media Board.

Article V. AS Executive Commissions

Section 1. General Provisions

A. Purpose

The Executive Commissions are agencies that handle specified areas of Associated Students programs and services. The chief purpose of the AS Executive Commissions is to assist the AS President in carrying out his/her obligation to provide the student body with programming and activities that promote student unity, spirit, supervised by the AS Chief Programming Officer and be generally charged with the duties as outlined below and other duties as deemed necessary by the AS President. Additionally, each Commissioner shall be responsible for holding commission meetings at the request of the AS President or AS Chief Programming Officer.

B. Appointments

All Executive Commissioners shall be appointed by the AS President, and shall be subject confirmation by the AS Senate.

If deemed appropriate by the AS President, the said officer may appoint Assistant Commissioners to assist in fulfilling the duties and responsibilities of the Executive Commissioners, but no more than two (2) for each commission. Assistant Commissioners shall be ex-officio members of the commission to which the Assistant Commissioner is assigned.

C. Compensation

The Executive Commissioners may each be granted a sum of money during his/her term of office. The AS Board of Control and the AS Senate shall determine the amount during the normal budgetary process in accordance with the appropriate provisions of the Bylaws and policies of the Associated Students.

D. Office Hours

- 1) The AS Chief Programming Officer shall be required to maintain a minimum of 10 and maximum of 15 hours per week. All office hours must be recorded with the Assistant Director for Student Leadership and Involvement and/or AS Department Secretary.
- 2) The Executive Commissioners shall be required to maintain a minimum of 3 office hours per week. All office hours must be recorded with the Assistant Director for Student Leadership and Involvement and/or AS Department Secretary.

Section 2. AS Chief Programming Officer

A. Duties

- 1) The AS Chief Programming Officer shall serve as the senior programming officer of the Associated Students. He/she is responsible for the daily functions of the Associated Students Executive Commissions and Commissioners.
- 2) To supervise, coordinate, assist, and keep accurate record of activities and performances of the Commissioners and submit such records to the AS President in an end-of-the-year report.
- 3) The AS Chief Programming Officer shall report to the AS Senate at least once a month. This report shall include a detailed account of the Commissioners endeavors and general status of the Associated Students Commissions.
- 4) To assume the duties of Commissioner of any AS Executive Commission, if a vacancy should occur in any such office.
- 5) The AS Chief Programming Officer shall be an ex-officio member of all AS Executive Commissions.
- 6) To serve as voting member of the University Student Union Program Council.
- 7) Within one week of the Associated Students Presidential appointment to the Chief Programming Officer position, the AS Chief Programming Officer may contact the newly appointed Chief Programming Officer to initiate a minimum two-week transitional period to review the duties, procedures, and responsibilities of the office. Other transition topics may include, but are not limited to, incomplete projects, projects or projects to be initiated; information considered pertinent to the effective operation of the Associated Students; working effectively with university personnel, student groups, and the campus community.

Section 3. General Duties of all AS Executive Commissioners

Each AS Executive Commissioner shall:

- 1) As an appointed AS executive officer, be governed by the applicable provisions of these Bylaws.
- 2) Have as his/her primary duty the task of effecting the successful fulfillment of the purposes and duties these Bylaws assign his/her commission. He/She shall also be the liaison officer between his/her commission and the AS Chief Programming Officer and serve as the Chair of his/her commission.

- 3) Appoint members of his/her commission and subordinate committees and their chairs (subject to Bylaws which specifically apply to his/her commission) subject to the confirmation of the AS Chief Programming Officer. He/She shall at all times keep filed with that officer an up-to-date list of personnel.
- 4) Provide a verbal and written report on the activities of his/her commission to the AS Senate as requested by the AS President, AS Vice President, the AS Senate, or an AS Senator.
- 5) Coordinate with administrative personnel as directed by the AS Chief Programming Officer.
- 6) Submit budget proposals upon the request of the AS Chief Programming Officer.
- 7) Operate according to those parts of these Bylaws that govern his/her commission. He/She shall be responsible for presenting proposed amendments to these Bylaws through the appropriate administrative personnel as the need arises.
- 8) Keep current a set of Operating Procedures, which shall complement these Bylaws to govern the day-to-day operation of his/her commission; and shall, as he/she sees the need, present proposed amendments to these Operating Procedures for approval by the AS Chief Programming Officer.

Section 4. The AS Executive Commissions

A. Arts Commission¹⁸

- 1) Purpose
 - a. To seek new ways to promote art on the campus through its display in the University Student Union and in other ASI facilities.
 - b. To encourage and offer opportunities for student participation in activities and exhibitions in the arts.
 - c. To seek ways to promote an appreciation of the arts within the university community.
- 2) Duties
 - a. To initiate and coordinate programs and exhibitions in the arts through cooperation with the university and local art galleries.
 - b. To program shows and exhibits in the University Student Union.
 - c. To publicize and promote the University Student Union Permanent Art Collection.
- 3) Membership
 - a. The Commissioner.
 - b. A minimum of three and maximum of seven student-at-large members appointed by the Commissioner, one of whom is majoring in Art.
 - c. One Art Department faculty member appointed and approved by the Academic Senate.

¹⁸ Amended 09/11/02

- d. The Director of the University Art Galleries.
- e. One advisor appointed by the Director of Student Life and Development.
- f. The Assistant Director of Facilities Management and Planning for the University Student Union, or his/her representative.
- g. One AS Senate representative appointed by the AS Vice President.

4) Quorum

At least 50% plus one of the voting membership.

B. Awards and Recognition Commission

1) Purpose

The AS Awards and Recognition Commission shall be responsible for providing an annual awards selection process, for organizing the AS Awards and Installation Ceremony and for coordinating recognition programs to acknowledge AS volunteers, student organizations, and individual students for their contributions to the student life of the campus.

2) Duties

- a. To organize and produce recognition programs to honor AS volunteers.
- b. To coordinate and host periodic President's Mixers to recognize CSULB student clubs and organizations and their respective officers.
- c. To assist the AS Government Advisor in the coordination of a volunteer service award program.
- d. To select the recipients of the following annual awards:
 - i. AS Leadership Scholarship -This scholarship is given to students that exemplify superior campus participation and leadership with a GPA of 2.5.
 - ii. Christina Speaker Scholarship -This scholarship recognizes an AS leader that represented all segments of the University with a GPA of 2.0.
 - iii. Dr. Stuart Farber Scholarship -This scholarship recognized a currently elected AS leader who is retiring from AS at the end of the spring semester with a GPA of 2.75.
 - iv. The Gabrielino/Forty-Niner -This award is given to a graduating senior or grad student for contributions to student organizations throughout their University career, with a GPA of 2.5.
 - v. The Golden Nugget -This award recognizes student contributions through involvement in orgs, leadership positions, etc during the academic year, with a GPA of 2.0.
 - vi. The Earl Durham Junior Man in Student Government -This award is given to a Junior class status male who exemplifies leadership, integrity and positive relations in AS.

- vii. The Sheila Ringer Woman of the Year -This award is given to an upper division senior or graduate female who served as a role model throughout her leadership campus contributions.
 - viii. College Council of the Year -Awarded to the Council (s) that demonstrated creative programming and effective leadership on campus.
 - ix. Organization of the Year -Awarded to the student organization (s) that demonstrated creative programming and substantially contributed to the campus.
 - x. The Irvin "Hakim" Hurst Memorial Award - Awarded to the student (s) who has represented the concerns of minority students helped to develop an environment that encourages a non-racist attitude among individuals and the institution, and whose contributions encourage a sense of unity on both the campus and in the community. The recipient must be a graduating senior or graduate student with a GPA of 2.0.
 - xi. Faculty Advisor of the Year - Awarded to an advisor known for working diligently and consistently with a student organization.
- e. To organize and produce the annual AS Awards and Installation Ceremony.

3) Membership

- a. The Commissioner.
- b. One student representative from each college approved by the respective College Council. For those colleges without a Council, the College Dean will approve the appointment.
- c. One AS Senate representative appointed by the AS Vice President.
- d. One faculty member appointed and approved by the Academic Senate.
- e. One university staff member as selected by the Commissioner.
- f. One advisor selected by the Director of Student Life and Development.
- g. A minimum of three and maximum of seven student volunteers appointed by the Commissioner.

4) Quorum

At least 50% plus one of the voting membership.

C. Entertainment Commission

1) Purpose

- a. To produce and promote campus entertainment, including presentations in music, comedy, theater arts, and dance.
- b. To acquaint the university community with a variety of live performers of amateur and professional quality.

- c. To encourage student participation and involvement in all aspects of entertainment productions.
- d. To bring people together in an informal university setting, utilizing entertainment and atmosphere as catalysts for social interaction.
- e. To assist other commissions in acquiring entertainment for their programs and events.

2) Duties

The Commission shall:

- a. Plan and supervise the production of campus entertainment principally in venues outside of the University Student Union.
- b. Book talent.
- c. Coordinate marketing, advertising, promotion, and publicity of events.
- d. Arrange auditions.
- e. Make arrangements for security during programs as required by university regulations.

3) Membership

- a. The Commissioner.
- b. A minimum of three and a maximum of seven student volunteers appointed by the Commissioner.
- c. One AS Senate representative appointed by the AS Vice President.
- d. An advisor appointed by the Director of Student Life and Development.
- e. One faculty member appointed and approved by the Academic Senate.
- f. One university staff member appointed by the Staff Affairs Council.

4) Quorum

At least 50% plus one of the voting membership.

D. Community Service Commission

1) Purpose

- a. To foster a positive relationship between CSULB students and the surrounding community through programs of community service.
- b. To encourage the performance of community service by CSULB students.
- c. To make students aware of the efforts of existing community service organizations on campus.
- d. To promote community service by CSULB student organizations.

- e. To represent CSULB students in matters concerning student participation in community service.
- f. To provide opportunities within the AS by which students may become involved with community service.

2) Duties

- a. To serve as the students' liaison to community service programs at CSULB.
- b. To sponsor at least five AS Community Service Projects per semester.
- c. To offer assistance to CSULB community service organizations and student organizations' community service efforts.

3) Membership

- a. The Commissioner.
- b. At least one representative from each college approved by the respective College Council. For those colleges without a Council, the College Dean will approve the appointment.
- c. One AS Senate Representative appointed by the AS Vice President.
- d. A minimum of three and a maximum of seven student volunteers appointed by the Commissioner.
- e. One staff representative from a CSULB community service program appointed by the Staff Affairs Council.
- f. One advisor appointed by the Director of Student Life and Development.
- g. One faculty member appointed and approved by the Academic Senate.

4) Quorum

At least 50% plus one of the voting membership.

E. Conservation Commission

1) Purpose

To educate students, faculty, and staff about environmental problems and assist in finding solutions to the problems

2) Duties

- a. To establish and operate a Conservation Information Center for the campus and the community.
- b. To serve as an advisory committee to the AS Recycling Center.

- c. To appoint from among its membership a student representative to the campus Integrated Waste Management Committee who shall report to the AS Senate regarding the Committee's activities.
- d. To initiate programs and offer assistance to programs initiated by others in conservation and related fields.
- e. To coordinate CSULB's Earth Day activities.

3) Membership

- a. The Commissioner
- b. A minimum of three and a maximum of seven students appointed by the Commissioner
- c. One faculty member appointed and approved by the Academic Senate.
- d. One AS Senate representative appointed by the AS Vice President.
- e. An advisor appointed by the Director of Student Life and Development.
- f. AS Recycling Coordinator

4) Quorum

At least 50% plus one of the voting membership.

F. Student Orientation Commission

1) Purpose

- a. To build awareness about the University's student involvement opportunities
- b. To assist and provide students with a welcoming transition to the University and its community

2) Duties

- a. To plan and supervise, in a joint effort with the Student Orientation, Advising, and Registration (SOAR) Committee, a program for the orientation of entering students to the university during the Summer and Winter breaks.
- b. To attend meetings as requested by the Director of STARS/SOAR.
- c. To keep in close contact with the SOAR Coordinator from Academic Advising and to work with that person whenever possible.
- d. To plan and coordinate Week of Welcome programs each semester.
- e. To develop and staff AS Information Tables at ten or more campus functions or activities per semester.

3) Membership

- a. The Commissioner.

- b. One advisor appointed by the Director of Student Life and Development.
- c. One representative from the Academic Advising Center.
- d. One AS Senate representative appointed by the AS Vice President.
- e. One student representative from each college approved by the respective College Council. For those colleges without a Council, the College Dean will approve the appointment.
- f. One student-at-large volunteer appointed by the Commissioner.
- g. One faculty member appointed and approved by the Academic Senate.

4) Quorum:

At least 50% plus one of the voting membership.

G. Public Relations Commission

1) Purpose

- a. To promote a positive relationship between the general student body and student government
- b. To assist other Commissions in publicizing their programs and events

2) Duties

- a. To devise and supervise a program of public relations activities to communicate a positive public image of the AS to the university and surrounding community.
- b. To work closely with the university media in disseminating publicity concerning the Associated Students.
- c. To work closely with the AS President (or his/her designee) to ensure that the general student body is kept informed and updated regularly on the proceedings, programs, and services of the ASI on a timely basis.
- d. To produce a monthly student government newsletter.

3) Membership

- a. The Commissioner.
- b. One representative of the Student Media Board.
- c. The AS Secretary for Communications.
- d. A minimum of three and a maximum of seven student-at-large members appointed by the Commissioner.
- e. One representative chosen by the Residence Hall Association.
- f. An advisor appointed by the Director of Student Life and Development

- g. One AS Senate representative appointed by the AS Vice President
- h. One faculty representative appointed and approved by the Academic Senate.

4) Quorum

At least 50% plus one of the voting membership.

H. Sports and Spirit Commission

1) Purpose

To promote and foster a positive relationship between the Associated Students and the University Athletics and Spirit Teams.

2) Duties

- a. To organize and coordinate events with the university, SAR, and the Alumni Association to promote support for the university, especially its sports programs.
- b. To be responsible for the organization of an AS Spirit Club to promote spirit for our various sports teams.
- c. To be the committee of original jurisdiction for the selection of the university's colors, mascot, and songs. Selections are to be forwarded to the AS Senate for approval and placement on the ballot of the next regularly scheduled election. A majority of the students voting shall be necessary to implement the change.

3) Membership

- a. The Commissioner.
- b. One AS Senate representative appointed by the AS Vice President.
- c. One student representative from the Men's Athletic Program.
- d. One student representative from the Women's Athletic Program.
- e. One representative chosen by the AS Spirit Squad.
- f. Three students-at-large, appointed by the Commissioner.
- g. One advisor appointed by the Director of Student Life and Development.
- h. The Vice President for University Relations and Development, or designee.
- i. One faculty representative appointed and approved by the Academic Senate.
- j. President of the CSULB Alumni Association, or designee.
- k. One representative from the Athletics Department.

4) Quorum

At least 50% plus one of the voting membership.

I. Special Events Commission¹⁹

1) Purpose

- a. To bring together in an informal University setting for social interaction
- b. To plan programs and events that serve current student needs and interests

2) Duties

- a. To plan and oversee programs that serve current student needs and interests.
- b. To coordinate the participation of AS in the annual Kaleidoscope festival
- c. To appoint one of its members to serve on the Kaleidoscope Committee.
- d. To coordinate the production of an annual Multicultural Festival during the Fall semester in conjunction with the Secretary for Cultural Affairs and Diversity, the Multicultural Center, and interested student organizations.

3) Membership

- a. The Commissioner.
- b. One AS Senate representative appointed by the AS Vice President.
- c. An advisor appointed by the Director of Student Life and Development
- d. AS Chief Programming Officer.
- e. A minimum of three and a maximum of seven students-at-large appointed by the Commissioner.
- f. One faculty representative appointed and approved by the Academic Senate

4) Quorum

At least 50% of the voting membership.

Article VI. ASI Committee on Shared Governance²⁰

Section 1. Purpose

Associated Students, Incorporated is committed to advocating students' needs and representing their voices to the University and its community. Over the years, California State University, Long Beach has established a great tradition of shared governance, and almost all levels of the university call for some form of student representation. In order to ensure ASI's participation in this practice and its legitimate expression of the student voice, ASI must fully commit itself to its responsibilities as a part of the shared community and to the following principles:

¹⁹ Ibid.

²⁰ Adopted 5/13/09

- 1) All members of the campus community – faculty, staff, administration, and students have a right and a responsibility to participate in the governance process.
- 2) Members of the campus community must have open, equitable, timely access to all information pertinent to issues and decision under consideration
- 3) Decision-making must include open, equitable, timely and fully informed communication and dialogue that is accessible to all members of the campus community
- 4) Procedures and processes must be in place to protect all interests against the misuse of power
- 5) Administrators are accountable for making decisions must be clearly established in consultation with the appropriate governance structure
- 6) A system of checks and balances must exist in order to protect the legitimate and necessary roles within the campus community
- 7) The principles of shared governance must be implemented at every level of decision-making, i.e. program, department, center, and college.

The committee is intended to uphold our commitment to student advocacy, to demonstrate our commitment by modeling shared governance, to provide necessary resources for adequate representation, and to ensure that other university entities are included in the practices of shared governance in ASI.

Section 2. Membership

The ASI Committee on Shared Governance shall be comprised of the following members:

- 1) ASI President or designee, whom shall serve as chair
- 2) ASI Vice President or designee
- 3) ASI Chief of Staff
- 4) ASI Secretary for Academic Affairs
- 5) One ASI Senator, elected by the Senate
- 6) One member of the Academic Senate
- 7) The Dean of Students or designee

Section 3. Establishment

The ASI Committee on Shared Governance will be established each year and at the discretion of the ASI President and consultation from the ASI Chief-of-Staff and Secretary for Academic Affairs

Section 4. Duties

The ASI Committee on Shared Governance shall be charged with the following duties:

- 1) Assist the ASI President in the recruitment and retainment of student representatives for various university councils and committees
- 2) Assist the Secretary for Academic Affairs when necessary
- 3) Coordinate the representatives at councils and committees

- 4) Track and review representative council and committee reports
- 5) Forward any relevant issues to senate for a resolution
- 6) Respond to requests for information regarding academic affairs
- 7) Host open forums and events to address issues related to academic affairs
- 8) Contact College Councils to discuss issues related to academic affairs
- 9) Coordinate the annual ASI Shared Governance Retreat
- 10) Encourage the practices of shared governance at all levels

Article VII. Requirements for Running and Holding Office: Elections and Installation of Officers

Section 1. Officers of the Associated Students

Officers of the Associated Students shall be defined as follows.

A. Officers of the Executive Branch

- 1) Elected Officers of the Executive Branch shall be:
 - a. AS President
 - b. AS Vice President
 - c. AS Treasurer
- 2) Appointed Officers of the Executive Branch shall be:
 - a. AS Chief of Staff
 - b. AS Chief Programming Officer
 - c. AS Attorney General
 - d. AS Public Defender
 - e. AS Government Recruitment Officer
 - f. AS Government Elections Officer
 - g. AS President's Cabinet specified in Chapter II, Article II, Section 2
 - h. AS Executive Commissioners specified in Chapter II, Article V

B. Officers of the Legislative Branch

- 1) Elected Officers of the Legislative Branch

- a. AS Senators

C. Officers of the Judicial Branch

1) Appointed Officers of the Judicial Branch

- a. AS Chief Justice
- b. AS Associate Justices

D. Other Officers of the Associated Students

1) Elected Student-at-Large Position

- a. Student-at-Large Members, University Student Union Board of Trustees
- b. Student-at-Large Member, Isabel Paterson Child Development Center Board of Trustees
- c. Student-at-Large Members, Student Media Board

2) Appointed Student-at-Large Position

- a. Editor-in-Chief of Long Beach Union Newspaper
- b. General Manager of KBeach Radio

E. Other Governing Bodies Requiring Representation of the Associated Students

1) Elected Representative to Campus Auxiliary Body

- a. Student-at-Large Member, Forty-Niner Shops Inc. Board of Directors
- b. Student-at-Large Members, Academic Senate of CSULB

2) Appointed Representative to Campus Auxiliary Body

- a. Student Representatives to Academic Senate Councils and Committees
- b. Student Representatives to Review or Search Committees for Senior Academic Administrators
- c. Student Representatives to Review or Search Committees for Senior University Administrators

Section 2. Academic Eligibility of Officers

Academic eligibility for any position in the Associated Students shall be defined in the most recent edition of CSULB Campus Regulations. The AS Assistant Director for Student Involvement and Leadership shall be responsible for forwarding names of individuals who are currently holding or seeking to hold any position in the Associated Students to the Office of the Dean of Students for eligibility inquiry.

Section 3. College Council Senator Eligibility²¹

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

Section 3. Concurrently Holding More than One Office of the Associated Students

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

Section 4. Examinations of Bylaws and Parliamentary Procedure and Orientation for Incoming Officers

A. Examination of Bylaws of the Associated Students

All officers-elect and officers-designate of the Associated Student defined in Chapter II, Article VI, Section 1 shall be required to pass examination on the Bylaws of the Associated Students prior to be installed to respective offices. Additionally, AS Attorney General-designate and AS Public Defender-designate shall be required to pass an examination on Parliamentary Procedure prior to be installed to their respective offices.

B. Board Membership and Voting Privileges

1) Examination and Orientation on Parliamentary Procedure

Officers-elect or officers-designate for positions defined in Chapter II, Article VI, Section 1.A.1, B, C, and D.1 shall be required to pass examination on Parliamentary Procedures or complete orientation on parliamentary procedure prior to obtaining his or her voting privilege on respective boards of their membership

2) Board Orientation

The AS Assistant Director for Student Involvement and Leadership, in conjunction with respective division directors of the Associated Students shall initiate an orientation to review the duties, procedures, and responsibilities associated with the position. He/She shall contact the officers-elect or officers-designate within one week of the completed Associated Students election to schedule the orientation. Voting privileges of officers-elect or officers-designate that serve on AS Senate or any other subsidiary boards specified in these Bylaws will be restricted until the orientation for respective boards has been completed.

C. Administration of Examinations

The AS Assistant Director for Student Involvement and Leadership shall be responsible for the preparation and administration of the examinations on Bylaws and Parliamentary Procedure, in conjunction with the AS Elections Commissioner or appointing authority of officers-elected or officers-designated. The AS Assistant Director for Student Involvement and Leadership shall be responsible for notifying those individuals who are required to take the tests as soon as the results of the election are certified or when the appointment process is completed. Officers-elected or officers-designated are required to receive a passing grade on the necessary examinations by June 1st, before officially taking office for the upcoming year. Appointed positions, or officers elected after June 1 shall pass the examination within 15 business days of appointment

²¹ Adopted 3/11/09 to become effective Fall 2009

confirmation by the AS Senate. Failure to do so shall result in the announcement of a vacancy for that office.

D. Passage of Examinations

A score of at least 70% correct must be obtained to pass the exams. Officers-elect or Officers-designate not receiving at least 70% may retake the exam another day. No person may take the exams more than once a day. Re-elected or previously appointed persons who have passed the examination in prior semesters are exempted from the provisions of this section.

Section 5. Installation of Officers

A. Time of Installation

- 1) All AS officers-elected or officers-designated except those Associate Justices designated under Article V.2.A.3 shall assume their offices and duties on the first day of June or immediately after his/her appointment and its confirmation by the appropriate authority.
- 2) Officers assuming vacancies by election or succession shall assume their offices and duties immediately upon fulfillment of all of the requirements of their respective offices.

Section 6. Oath of the Office

- A. Oath of the Office for AS President, AS Vice President, AS Chief Justice, AS Treasurer, AS Senators, and AS Associate Justices shall be administered by the President of the University or his/her designated representative before assuming their offices and duties.
- B. Oath of the Office for AS Chief of Staff, AS Chief Programming Officer, AS Presidential Cabinet, AS Executive Commissioners, and AS Attorney General shall be administered by the AS President or his/her designated representative before assuming their offices and duties.
- C. Oath of the Office for the AS Public Defender and the Government Elections Officer shall be administered by AS Vice President or his/her designated representative before assuming their offices and duties.
- D. The following oath of office shall be subscribed by officers-elect and officers designated:

"I, (full name), do solemnly swear, to be guided in all deliberations and conduct of my office, by the article and bylaws of the Associated Students, Incorporated. I shall be guided by integrity and principle, to the end that all the students shall be properly served."

Article VIII. Membership Classes and Privileges

Section 1. Classes of Membership

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

A. Members of the Board of Directors

Those members who have been duly elected or appointed to the Board of Directors, also called the AS Senate

B. Regular Members

Students admitted and enrolled at this university who are carrying at least one unit of credit.

Section 2. Membership Privileges

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

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

Article IX. Student Bodies of Academic Colleges²²

Section 1. Governing Body

The student body of each academic college of the University shall also be represented by a College Council. Individual College Councils function to provide governance for student issues related to the individual Colleges. Adoption of bylaws governing the individual College Councils is at the discretion of the elected/appointed officers of these councils. College Councils are encouraged to adopt bylaws that are consistent with the bylaws of the other College Councils.

A. University Recognized Councils

The Associated Students of California State University, Long Beach acknowledges the following College Councils as the official governing body for students of their respective Colleges:

- 1) College of the Arts Student Council
- 2) Associated Business Students Organization Council (ABSOC)
- 3) College of Education Student Assembly (COESA)
- 4) Associated Engineering Student Body (AESB)
- 5) College of Health and Human Services Student Council
- 6) College of Liberal Arts Student Council (COLA)
- 7) College of Natural Sciences and Mathematics Student Council

B. Associated Students Assistance

It shall be the duty of the Associated Students in collaboration with the Office of Student Life and Development to provide aid in the operation of the College Councils.

²² Adopted 2/23/06

Section 2. Constitution and Bylaws

- A. The Associated Students shall keep a newly revised version of Constitution and Bylaws of each governing body on file in the Associated Students Government Operations Office.
- B. In regards to Associated Students funding, the Constitution and/or the Bylaws of each governing body must not conflict with the Bylaws and policies of the Associated Students.

Section 3. Membership

A. Regular Members

Students admitted and enrolled at this university who pay AS fees, are carrying at least one unit of credit, and majoring in one of the departments of their college, with the exception of the College of Education who shall be those enrolled in a program to pursue a teaching credential.

B. Members of Governing Bodies

Those who have been duly elected or appointed according to the Constitution and/or the Bylaws of the respective governing body.

- 1) Election or appointment process may vary according to the Constitution and/or the Bylaws of the respective governing body. The governing body may choose to use the Spring General Election of the Associated Students as their method to elect members of their governing body in accordance with their Constitution and/or Bylaws and under the direction of their representatives to the AS Board of Elections.

C. Organizational Membership

Those organizations recognized by the University as academic organizations to the particular college shall be organizational members of the respective student body.

Section 4. Responsibilities to the Associated Students

- A. To elect or appoint representatives to the AS Executive Commissions and any other AS function that requires representation of the Academic College under the Bylaws of the Associated Students.
- B. To fill vacancies of the Associated Students Senate of the respective College student body upon official announcement of the vacancy by the Chairperson of the Associated Students Senate.
- C. To have a valid Constitution and/or Bylaws. Any governing body that fails to have a Constitution and/or Bylaws shall be denied access to Associated Students financial and physical resources.

Section 5. Authority

Governing body of the respective student body has the authority to allocate funding to events and activities, which benefit students of respective colleges with approval of the Board of Control.

Article X. Legal Priority

When major AS legal documents are in conflict, the following order of priority shall exist, with the document designated as "A" having the highest priority and the document designated as "C" having the lowest priority.

- A. Articles of Incorporation as approved by the California Secretary of State
- B. Bylaws, Chapter One (formerly called "Constitution")
- C. Bylaws, Chapter Two (formerly called "Bylaws")

Article XI. Amendments to AS Bylaws, Chapter Two

Section 1. Amendments by the Associated Students Senate

A. Resolutions²³

Amendments to the AS Bylaws, Chapter Two, may be adopted by a 2/3 vote of the AS Senate. Approval of the amendment shall take place once the proposed item has been approved at both a first and second reading.

B. Presidential Veto Power

The amendment shall become effective upon the signature of the AS President or upon the failure to veto within seven days of the approval of the minutes at which the amendment was passed.

C. Adoption

The approval of the university President, or designee, shall be necessary before the amendment becomes effective.

Section 2. Amendment by the Members of the Associated Students

A. Petition

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

B. Special Election

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

²³ Amended 09/10/08

C. Publicity

The AS Assistant Director for Student Involvement and Leadership shall submit a complete text of the proposed amendment to the Editor-in-Chief of the university student newspaper, along with the request that it be published before the election.

D. Adoption

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

Article XII. Government Elections²⁴

Section 1. Types of Elections

A. Regular Elections

- 1) Regular elections shall be held no later than the last day of April during each spring semester.
- 2) During a regular election the following officers, directors, and trustees of the Associated Students shall be elected;
 - a. AS President
 - b. AS Vice President
 - c. AS Treasurer
 - d. AS Senators
 - e. Trustees of the University Student Union
 - f. Trustee of the Isabel Paterson Child Development Center
 - g. Members of the Student Media Board
 - h. Other officers of the Associated Students that appear in these Bylaws as elected officers.
- 3) Whenever the terms for the following offices are expiring at the end of an academic year, their elections shall be held as a part of the regular election of that year.
 - a. Academic Senators
 - b. Director of the Forty-Niner Shops, Incorporated
 - c. Other officers, which appear in these Bylaws or governing documents of other bodies as officers elected by the student body.
 - d. Whenever there is a ballot measure presented to the Government Elections Officer, a referendum election shall be held as a part of the regular election of that year.

²⁴ Amended 11/29/06

- e. Upon the request of a governing body of an academic college, elections for their respective officers shall be held concurrently with the regular election of that year.
- f. Upon the request of the University and with approval of the Board of Elections, a university-wide advisory election may be held concurrently with the regular election of that year.

B. Special Elections

- 1) A special election may be called by the Associated Students President or by fourteen (14) affirmative votes of the Senate.
- 2) Once a writ of election is issued, the Board of Elections shall establish within ten (10) business days a date for the special election.

C. Recall Elections

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

Section 2. Election Cycle

A. General Provisions

- 1) The election cycle shall begin on the first day of the filing period and end on the date in which the certificate of election is approved by the University.
- 2) There shall be no amendments to the Bylaws or other governing laws and administrative regulations of the Associated Students that affect the outcome of elections, during the election cycle.

B. Filing Period

- 1) Official filing of candidacy shall be open for at least ten (10) school days and such period shall be established and publicized at least fifteen (15) school days prior to the last day of the said period.
- 2) The last day to submit a ballot measure shall be on the last day of the filing period.

C. Announcement of Eligible Candidates and Qualified Ballot Measures

Eligible candidates and qualified ballot measures shall be announced by the Government Elections Officer at least fifteen (15) school days prior to an election date.

D. Establishment of An Election Date

- 1) Dates of the regular election shall be established and widely publicized at least forty (40) school days prior to that date.
- 2) Dates of the special election shall be established and widely publicized at least thirty (30) school days prior to that date.

E. Certification of Election

- 1) The Government Elections Officer, upon conclusion of the tabulations of the ballots, shall present a certificate of election to the Associated Students Senate.
- 2) The Associated Students Vice President, upon the notification from the Government Elections Officer that a certificate of the election for a special election is prepared, shall call a special meeting of the Senate within three (3) days to receive the certificate.
- 3) Once the Senate receives the certificate of election, the Associated Students Vice President shall present the certificate to the President of the University for his/her designee for approval.

Section 3. Political Campaign

A. Definition

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

1) Candidate

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

2) Ballot measure

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

B. Registration

An individual or party who engages in a political campaign shall be registered with the Government Elections Officer as a political campaign party.

Section 4. Campaign Finance

A. Disclosure

Any expense and income of a political campaign party shall be reported periodically to the Government Elections Officer and shall be maintained as a public record.

B. Campaign Expenditure

Campaign expenditure shall be defined as any expenses incurred to engage in a political campaign.

C. Campaign Contribution

Campaign contribution shall be defined as any contribution made to a political campaign party.

D. Campaign Contribution Limit

There shall be no more than \$150 in monetary and/or in-kind campaign contributions to one political campaign party from one individual or one group of individuals during the same academic year.

E. Voluntary Campaign Spending Limit

1) Findings of the Senate

The Associated Students Senate finds that;

- a. California State University, Long Beach has an ethnically and socio-economically diverse student population
- b. In light of the rising costs to attend an institution of higher education, many students are suffering to afford the cost of being a student
- c. Not all, in fact the vast majority of our student body is not able to afford thousands of dollars to seek an elected office within the Associated Students
- d. It is in the best interest of the student body to provide all students a fair and equal chance to seek elected office in the Associated Students, regardless of their socio-economic status

2) The Associated Students Senate urges all candidates to subscribe to the following Voluntary Campaign Spending Limit Pledge.

Voluntary Campaign Spending Limit Pledge

Acknowledging that not all students of California State University, Long Beach have the privilege of affording the high cost of a political campaign, I, (full name of the candidate), in order to provide fair and equal opportunities among candidates, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to the following Voluntary Campaign Spending Limit Pledge.

- a. I shall expend for the political campaign of my candidacy no more than;
 - i. \$750 for candidates for executive offices
 - ii. \$500 for candidates for other university-wide positions
 - iii. \$250 for candidates for other college-level positions
- b. I shall further publicly decline campaign expenditures by any individual or group on behalf of my candidacy or in opposition to my opponents' candidacy exceeding the aforementioned voluntary limits, combining with my expenditures.
- c. Voluntary Spending Limits will be increased relative to inflation each year.

(Signature)

(Date)

3) All signed voluntary campaign spending limit pledges shall be kept by the Government Elections Officer as a public record.

Section 5. Clean Campaign Pledge

The Associated Students Senate strongly urges all candidates to subscribe to the following Clean Campaign Pledge:

A. Clean Campaign Pledge

Being an elected officer of the Associated Students, I will be assuming not only leadership responsibilities, but also moral responsibilities to be a role model to my fellow classmates and to be a great representative of the student body of California State University, Long Beach. Therefore, I, (full name of a candidate), hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the following principles and practices.

- 1)** I shall conduct my campaign openly and publicly, discussing the issues relevant to the student body of California State University, Long Beach based on my belief and principals to those issues, without fear or favor of my opponents' belief and principals.
- 2)** I shall not use or permit the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his or her personal or family life.
- 3)** I shall not use or permit any appeal to negative prejudice based on race, religion, color, ancestry, ethnicity, gender, marital status, pregnancy, national origin, age, mental or physical disability, sexual orientation, special disabled veteran's status, Vietnam-era or other covered veteran status.
- 4)** I shall not use or permit any dishonest or unethical practice of political campaigning, which corrupts or undermines the principals of free elections and the democratic society and hinders an ability of the student body to express and exchange various views and beliefs.
- 5)** I shall immediately and publicly condemn any political campaigns engaged by any individual or group on behalf of my candidacy or in opposition to my opponents' candidacy against the governing laws of the Associated Students and the University and the aforementioned principals.

(Signature)

(Date)

B. Signed Pledges

All signed pledges shall be kept as record by the Government Elections Officer.

Section 6. Board of Elections

A. Establishment and Authority

There is hereby established an independent regulatory agency of the Associated Students, the Board of Elections, which shall be vested with the sole authority to establish, review, revise, and monitor enforcement of administrative rules and regulations of regular and special elections of the Associated Students, also known as the "Election Handbook".

B. Membership

- 1)** Voting Membership

- a. One (1) representative from each of the seven (7) academic colleges of the University designated by the governing body of the respective academic college student body.
 - i. A representative shall serve a term commencing on the first day of June of each year and ending on the last day of May the following year.
 - ii. It shall be the responsibility of each governing body to elect and fill the vacancy of its seat in a timely manner.
 - iii. If there is no governing body for the academic college student body, or the academic college student body fails to appoint a representative by the first Wednesday of October, the Associated Students Senate shall appoint by eleven affirmative votes a student from among the respective student body to serve in such capacity.
 - iv. There shall be no officers of the Associated Students serving concurrently in this capacity.
- b. One (1) faculty representative appointed by the Academic Senate.

2) Non-Voting Membership

- a. Government Elections Officer
- b. Executive Director or his/her designee
- c. President of the University or his/her designee

3) The Government Election Officer will vote in the event of a tie.

C. Officers of the Board

- 1) The Board shall have a chairperson, vice chairperson, and secretary.
- 2) The Board shall elect at its first meeting of each academic year, once the quorum of the Board is established, a chairperson of the Board from its voting membership.
- 3) The Board shall elect at its first meeting of each academic year and immediately after the election of the chairperson, a vice chairperson of the Board from its voting membership.
- 4) The Government Elections Officer shall serve as a secretary of the Board and also act in the capacity of the chairperson until a chairperson and vice chairperson are elected.

D. Quorum of the Board

The quorum of the Board shall be five (5) voting members.

E. Meetings of the Board

- 1) The Board shall convene once a month, time and day to be determine by board members.
- 2) A special session may be convened by the Government Elections Officer or by the Chairperson of the Board.

F. Duties of the Board

- 1) The Board shall establish, review, and revise with six (6) affirmative votes, the Election Handbook.
- 2) The Board shall establish with five (5) affirmative votes an election cycle for each regular and special election.
- 3) The Board shall determine with five (5) affirmative votes regulatory rulings on violations of the Election Handbook.

Section 7. Government Elections Officer

A. General Provisions

- 1) The Government Elections Officer shall be the chief administrative officer of the regular and special elections of the Associated Students and shall be responsible for the efficient administration of all elections of the Associated Students.

B. Compensation

- 2) The said officer shall be granted a sum of money as compensation for his or her service.
- 3) The amount of such compensation shall be determined during the annual budgetary process and shall not be adjusted during his or her term of the office.

C. Appointment

- 1) The Associated Students Senate shall by eleven affirmative votes appoint the Government Elections Officer.
- 2) The said officer shall serve a term commencing on the first day of June of each year and ending the last day of May the following year.
- 3) Should the Associated Students Senate fail to appoint, or whenever there is a vacancy in the said office, the Associated Students Judiciary shall appoint of its Associate Justices to assume duties and responsibilities of the said office until such officer is appointed.

D. Duties and Responsibilities

- 1) Serve as a chief administrative officer of the regular and special elections of the Associated Students.
- 2) Impose administrative rules and regulations established by the Board of Elections.
- 3) Serve as a secretary of the Board of Elections.
- 4) Present all decisions of the Board to the University for its approval
- 5) Enroll all approved administrative rules and regulations and widely publicize to the public.

E. Removal

- 1) Upon determination by six (6) voting members of the Board of Elections that the said officer is no longer capable of executing the duties and responsibilities of the office, the Associated Students Senate shall consider removal of said officer.
- 2) By fourteen (14) affirmative votes, the Associated Students Senate shall remove the said officer.

Section 8. Judicial Inquiry

- A. Any regulatory ruling by the Board of Elections may be appealed to the Associated Students Judiciary within five (5) business days from an initial ruling by the Board.
- B. AS Judiciary shall determine whether or not the regulatory decision of the Board of Elections is consistent with these Bylaws.
- C. The Government Elections Officer, in consultation with the Associated Students Attorney General shall represent the Board of Elections and its regulatory rulings.
- D. In those cases where an Associate Justice is acting in the capacity of the Government Elections Officer, the Associate Justice shall recuse himself/herself from any proceedings involving an election over which he/she is presiding.

Article XIII. The Corporate Logo²⁵

The corporate logo shall consist of an uppercase letter "A" representing the word "Associated." Within the "A" frame at its center base is a smaller upper-case letter "S" representing the word "Students." Immediately above the "S" is a gold dot. Underneath the "A" are the words "Associated Students, Incorporated" and at the bottom, the words "California State University, Long Beach." The "A" frame represents the CSULB Pyramid, a readily identifiable symbol of our great university. Within the frame, the letter "s" represents a curved road leading to the future, which is illuminated by the golden sun of enlightenment, symbolized by the gold dot.

²⁵ Amended 7/12/06