

ASSOCIATED STUDENTS, INC.
California State University, San Bernardino
5500 University Parkway San Bernardino,
CA 92407

**BOARD OF DIRECTORS
AGENDA**

May 9, 2022

12:00 p.m.

Location (Virtual Conferencing):

<https://csusb.zoom.us/j/83723950792?pwd=UVhqWxaUG1ybEFNY1J0aGFQdDNEUT09>

Passcode for Virtual Conference (Required): asibod

Call to Order

Roll Call

Approval of Minutes

Reports: Executive Officers, BOD Reps., ASI Committees and Campus-wide Committees

Adoption of Agenda

Open Forum (5 minutes/speaker)

Guest Speaker

OLD BUSINESS:

BD 27-22 Revision of the ASI Bylaws. (Action) (Policy Committee) (Third Reading)

BD 31-22 Approval of the 2022-2023 ASI Budget. (Action) (Finance Committee)
(Second Reading)

NEW BUSINESS:

BD 34-22 Revision of the ASI Financial Policy and Procedures. (Action) (Policy Committee)
(First Reading)

BD 35-22 Revision of the ASI Board of Directors Incentives Policy. (Action) (Policy
Committee) (First Reading)

ANNOUNCEMENTS

ADJOURNMENT

BYLAWS FOR THE REGULATIONS, EXCEPT AS
OTHERWISE PROVIDED BY STATUTE OF ITS
ARTICLES OF INCORPORATION, OF

ASSOCIATED STUDENTS, INCORPORATED (ASI)
CALIFORNIA STATE UNIVERSITY,
SAN BERNARDINO

Approved, Updated and Adopted by the ASI Board of Directors
~~BD 99-21 | December 7, 2021~~

ARTICLE I
Membership

Section 1. Active Membership. The Corporation shall have only one class of members within the meaning of Section 5056 (a) of the California Corporation Code.

- A. Such members are hereinafter referred to as Members, and shall be limited to students enrolled at California State University, San Bernardino (hereafter referred to as CSUSB), other than students registered solely in extension classes.
- B. All Members must pay the semester Associated Students, Incorporated (hereafter referred to as ASI) membership fee described in Article I, Section 5 of these Bylaws, except for those members defined by the CSU or CSUSB as eligible for fee waivers.
- C. Members are entitled to vote in any ASI election, receive notices of meetings be appointed or elected as directors or executive officers, inspect certain books and records, and otherwise exercise rights of a member as set forth in the provisions of the California Non-profit Corporation Law.

Section 2. Honorary Membership. Honorary Membership may be granted to people who have served the ASI in exceptional capacities.

- A. Pursuant to Section 5332 of the California Corporations Code, Honorary Membership may be granted to any individual by a resolution of the Board of Directors (hereafter referred to as the BoD) passed by a majority vote of the filled voting positions present at the BoD meeting.
- B. Honorary Members are entitled to all ASI privileges exclusive of making motions, voting, and holding office, and will not be required to pay a membership fee.

Section 3. Term of Membership.

- A. Members. Membership shall be determined on a semester basis, with membership commencing on the first day of the semester for which membership fees were paid and terminating immediately prior to the first day of the subsequent semester. If a Member is terminated from enrollment either voluntarily or by the University their membership is expired.
- B. Honorary Members. A lifetime membership shall be granted to all Honorary Members unless otherwise specified by the ASI BoD.

Section 4. Membership Not Transferable. Membership in the Corporation is not transferable.

Section 5. Membership Fees.

- A. The membership fee is fixed pursuant to California Education Code Section 89300, and is subject to increase only upon approval by majority vote of the Members.
- B. The membership fee shall be collected at the time of registration with CSUSB, except as otherwise provided in the California Education Code Section 89301.
- C. In the case that membership terminates or is terminated mid semester, the membership fee is non-refundable, pursuant to University policy.

Section 6. Special Advisors.

- A. Special Advisor as designated by the ASI BoD. A Special Advisor shall function under the following criteria. Special Advisors:
 - 1. Are not voting members of the BoD.
 - 2. May not be counted for quorum.
 - 3. Cannot motion or second.
 - 4. Cannot vote.
 - 5. May participate in BoD discussions.
 - 6. May participate as members on committees.
 - ~~5-7. Are exempt from BoD meeting attendance requirements.~~
- B. Term. The term for Special Advisors will be one fiscal year or the balance of the fiscal year in which they are appointed if the appointment was made after July 1st.

Section 7. Administrative Appointees.

- A. Administrative Appointees are regular full-time employees of California State University, San Bernardino, California (CSUSB) or Associated Students, Incorporated and are voting members of the BoD by virtue of their employment position or appointment by the President of CSUSB. The following positions are named as Administrative Appointees:
 - 1. ASI Executive Director
 - 2. ASI Advisor (Dean of Students)
- B. Term. The positions designated above shall have an indefinite appointment to the BoD unless amended by law.

Article II **Membership Voting**

Section 1. Single Class of Membership. The Corporation shall have one class of voting membership consisting of those persons identified in Article I, Section 1 of these Bylaws.

Section 2. Member Voting Rights. On each matter submitted to a vote of the Members, each Member shall be entitled to cast one vote. Proxy voting is prohibited.

Section 3. Manner of Casting Votes. Cumulative voting is prohibited.

Section 4. Action By Written/Electronic Ballot Without a Meeting.

- A. Notwithstanding any provision herein to the contrary, any matter or issue requiring the vote of the Members, including the election of directors, may be submitted for vote by ballot without the necessity of calling a meeting of the Members, so long as the requirements for action by ballot set forth in this Section 4 are met. Except as otherwise determined by the ASI BoD in a specific instance, and except for a request pursuant to Article IX, Section 2 of these Bylaws, for a special meeting, all matters to be put to a vote of the Members shall be conducted pursuant to a ballot as set forth in this Section 4.
- B. Content of Ballots. Any ballot distributed to the Members to vote on an issue shall set forth the proposed action and provide an opportunity to specify approval or disapproval of the proposal.

Section 5. General Election.

- A. A General Election shall be conducted annually in accordance with current ASI Elections policy.
- B. Elections may only be conducted during the fall and spring semesters excluding the fall, spring, and summer breaks. No elections, or election activities, will be conducted during final exam week.
- ~~C. In any election, no endorsement by ASI or its executive officers, directors, chairs or employees of the corporation in their position may be stated or implied. The current and past ASI logo cannot be used on any campaigning materials unless otherwise approved by the Elections Coordinator. Specifics of this provision will be stated in the ASI Election Policy.~~
- ~~D.C.~~ The grade point average (GPA) to run for any major student government office will be defined in the ASI GPA Policy in accordance with the CSU Chancellor's Office Policy for Minimum Academic Qualifications. The rules governing the specifics of the minimum to maintain office will be specified in the ASI GPA Policy.
- ~~E.D.~~ Students may not hold an individual executive office as defined in Article IV for more than two (2) terms whether or not those two terms are consecutive or non-consecutive terms, within a six-year period after the initial point of matriculation.
- ~~F.E.~~ The specific regulations governing all elections shall be stated in the Elections Policy. All amendments to the Elections Policy shall be made sixty (60) days prior to an election and approved by a simple majority of the ASI BoD.
- ~~G.F.~~ In the event of a conflict between the ASI Bylaws and the ASI Elections Policy, the ASI Bylaws will prevail.

Article III
Board of Directors

Section 1. General Corporation Procedures.

- A. The ASI BoD shall be the primary policy making body of ASI and shall be the final authority for all the corporate matters of ASI.
- B. The ASI BoD shall interpret student issues and perspectives which shall then be carried out by the ASI executives, directors, chairs, committees (Standing, Regular or Ad Hoc), and employees.
- C. The ASI BoD may express its representative position by praise, censure, sanction, or suggestion to the administration, faculty, student body, or other groups. Censure or sanction may take whatever form the ASI BoD sees fit to impose on a case-by-case basis within the framework of its fiscal and corporate responsibilities. This includes, but is not limited to, such penalties as withholding funds, stipends/wages or funds granted through any other ASI committee, sub-committee or entity to whatever individual or organization. Once an item of potential sanction or censure is brought to the attention of the BoD, the BoD may appoint an ad-hoc committee to investigate the situation or the BoD may pursue other courses of action at their discretion. The decision of the BoD in resolving the issue(s) is final.
- D. The ASI BoD may delegate the management of the activities of the Corporation to any person/persons or committee (Standing, Regular, or Ad Hoc) composed of a minimum of two (2) or more voting Directors provided that:
 1. The activities and affairs shall be managed and all corporate powers shall be exercised under the ultimate direction of the ASI BoD.
 2. There are six types of actions which, regardless of ASI BoD resolution, cannot be delegated to any committee. They are:
 - a. the filling of vacancies on the BoD or in any committee.
 - b. the amendment or repeal of Bylaws or the adoption of any new Bylaws.
 - c. the amendment or repeal of any resolution of the BoD which by its express terms is not so amendable or repealable.
 - d. the appointment of other committees of the BoD or the members thereof.
 - e. the approval of any self-dealing transaction, as such transactions are defined in Sections 89906 - 89909 of the Education Code

Section 2. Composition. The ASI BoD shall be comprised of the following:

A. Voting student directors of the ASI BoD shall consist of:

1. President (Chair)

~~2. One (1) Director from the Palm Desert Campus.~~

~~3.2.~~ One (1) Director from the College of Education (or Liberal Studies).

~~4.3.~~ One (1) Director from the College of Arts and Letters.

~~5.4.~~ One (1) Director from the College of Natural Sciences.

~~6.5.~~ One (1) Director from the College of Social and Behavioral Sciences.

~~7.6.~~ One (1) Director from Graduate Studies program.

~~8.7.~~ One (1) Director from the College of Business and Public Administration.

~~9.8.~~ Two (2) Directors At Large.

~~10. One (1) Director representing sustainability.~~

~~11.9.~~ One (1) Director representing athletics (current or former CSUSB student athlete).

~~12.10.~~ One (1) Director from the student resident housing complex.

~~13.11.~~ One (1) Director representing international students.

~~14.12.~~ Vice President of Palm Desert Campus

Non-Student Voting Members

1. One (1) Director (administration member) appointed by the University President.
2. The ASI Executive Director in their capacity as the Chief Financial Officer (CFO).
3. The ASI Advisor appointed by the University Vice President of Student Affairs.
4. One (1) Director (faculty member) appointed by the Faculty Senate.
5. One (1) Director (staff member) appointed by Staff Council.

B. Special Advisors to the ASI BoD

1. The following positions are designated as Special Advisors to the ASI Board of Directors:
 - a. ASI Executive Vice President (Chair Pro Tem – Article IV, Section 3)
 - b. ASI Vice President, Finance
 - c. ASI Director of External Affairs
 - d. ASI Director of Internal Affairs
 - e. Special Representatives as appointed by the BoD
 2. A non-student Special Representative's appointment is for one year, or until June 30th of the academic year of the appointment.
- C. From time-to-time, there will be vacant positions on the BoD owing to the nature of student/faculty/staff schedules and other demands on BoD members' time which may compel a BoD member to resign from the Board of Directors. When vacancies on the BoD occur, members of the ASI leadership will conduct a recruiting effort to attract interested and qualified candidates to fill these positions. During these periods of vacant BoD positions, the BoD will continue to conduct business with the available members and will count quorum as specified in Article IX, Section 6A.

Section 3. Qualifications & Eligibility. The ASI Executive Director shall request the ASI Advisor to verify the qualifications of ASI BoD members.

- A. Undergraduate students, as defined by University policy, must meet the minimum academic eligibility requirements established for the California State University and ASI Policies and Procedures. Failure to meet the minimum academic eligibility requirements will require the student's resignation from office.
- B. Graduate students, as defined by University policy, are allowed to hold any ASI BoD position, providing that they are certified by the Dean of Graduate Studies in good standing and are regularly enrolled. Graduate students must meet the minimum academic eligibility requirements established for the California State University. Failure to meet the minimum academic eligibility requirements will require the student's resignation from office.
- C. Individuals that were previously elected or appointed to office and were unable to fulfill their duties as stated in these Bylaws, are ineligible to assume office.

Section 4. Term of Office. The ASI BoD student members shall serve terms of one (1) fiscal year in length.

Section 5. Vacancies. Student vacancies on the ASI BoD shall be filled by recommendation of majority vote of the ASI Vacancy Committee in accordance with article VI Section 2.

- A. If at the beginning of an academic semester there are insufficient students to compose a majority of the membership of the Board of Directors, the ASI President will nominate students to be appointed to the Board of Directors and the Administrative Appointees as designated in Article I, section 7 will vote to confirm those appointees until the BoD is composed of a majority of students and the vacant positions are filled.

Section 6 Resignation. In the event a ~~Director~~ **Board Member** should resign, a written notice of their resignation shall be submitted to the Chair. In the event of an involuntary resignation (as defined by Article IX, Section 11 of these Bylaws) no such written notice is required.

Section 7. Powers. The activities and affairs of the Corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the ASI BoD. The ASI BoD shall have the power and duty to:

- A. Delegate the management of the activities of the Corporation to any person(s) or committee(s), provided that the activities and affairs of the Corporation shall continue to be under the ultimate direction of the ASI BoD.
- B. Oversee and provide for the general direction of all executives, agents and employees of the Corporation, and ensure that their duties are properly performed.
 1. In the event that an elected or appointed agent of the Corporation fails to properly perform their duties as stipulated in the Articles of Incorporation, these Bylaws, ASI Corporate Policies and Procedures, or official acts of the ASI BoD, the ASI BoD may delegate such a duty to another executive, agent, or employee of the Corporation ensuring that it does not breach any contracts of employment.
 2. Such a delegation of power requires at least majority vote of the filled voting positions present at the BoD meeting and is not subject to veto (unless it is a breach of an employment contract).
- C. Approve new Bylaws or change existing Bylaws in accordance with Article XI, Section 3 of these Bylaws.
- D. Review, amend, approve and present the annual budget of the Corporation to the President of the University.
 1. Once the budget is approved, any changes contrary to the original amount allocated to any line item will not be increased more than five hundred dollars (\$500.00) without approval of the ASI BoD.
 2. The ASI BoD may transfer funds between any line item account in the ASI budget.
- E. Create such Policies and Procedures as it deems necessary for procedural and administrative purposes, subject to approval by a majority vote of the filled voting positions present at the BoD meeting.
- F. Shall resolve an election dispute in which the election was invalidated or the candidate was disqualified from running for office by the Election's Committee (See Article VI, Section 2, B1, 6) of these bylaws.

Section 8. General Responsibilities.

- A. Committees. All student ASI BoD members shall participate and serve on a minimum of two (2) campus wide committees. Committee responsibility includes attendance at each meeting, active participation and reporting back to the BoD after each meeting. Board Members who fail to meet their committee requirements throughout the academic year may be removed from office.
- B. Office Hours. All ASI student BoD members shall establish and maintain a series of office hours to be no less than three (3) hours per week when non-summer classes are in session during the fall and spring semesters. Office hours are to be interpreted as time spent, or attending meetings with deans/university officials, volunteering at ASI events, serving on campus-wide committees, working on reports, and developing engagement opportunities. The date and time of these office hours shall be displayed in a

public location. Board members who fail to establish and attend office hours during the academic year may be removed from office.

C. Meeting Attendance. All student representatives to the ASI BoD are required to attend all ASI BoD meetings and not miss more than 4 meetings in an academic year. Board members who fail to attend four (4) regularly scheduled meetings in an academic year will be removed from office. An attendance report shall be kept by the Executive Vice President.

D. Reports. Board Members are required to submit written reports on behalf of their constituency on the last Wednesday of every month to the ASI BoD Chair (not including summer), these reports must be placed on the ASI website.

C.E. Training and Orientations. Board Members will be found in breach of their responsibilities if they fail to attend trainings or orientations. Excusal from these responsibilities will require written communication submitted to the ASI President ahead of time. A training or orientation may only be considered mandatory after a majority of the BoD has voted in favor of having one at a regularly scheduled meeting. Board members may only be excused for valid medical emergencies or illnesses.

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Section 9. Removal of Board Members

Board Members of the corporation are subject from removal for breach of duties and responsibilities provided for in these Bylaws under Article III, section 8, the breach of any fiduciary duty, eligibility requirement or failure to comply with ASI Policy and Procedures. Any Board member who fails or ceases to meet any requirements as set forth in these bylaws will be removed from office, but may have an opportunity to appeal for reinstatement, required qualification in effect at the beginning of the Board Members current term of office may be placed on the BoD agenda for removal; an action that any director can bring to the attention of the board.

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A. Breach of Duties and Responsibilities:

1. Reports. Board Members are required to submit written reports on behalf of their constituency on the last Wednesday of every month to the ASI BoD Chair (not including summer), these reports must be placed on the ASI website.
2. Meeting Attendance. Board members who fail to attend four (4) regularly scheduled meetings in an academic year will be removed from office. An attendance report shall be kept by the Executive Vice President.
3. Committee Assignments. As stated in Article III section 8, Board Members who fail to meet their committee requirements throughout the academic year may be removed from office.
4. Office Hours. As stated in Article III section 8, Board members who fail to establish and attend office hours during the academic year may be removed from office.
5. Training & Orientations. Board Members will be found in breach of their responsibilities if they fail to attend trainings or orientations. Excusal from these responsibilities will require written communication submitted to the ASI President ahead of time. A training or orientation may only be considered mandatory after a majority of the BoD has voted in favor of having one at a

~~regularly scheduled meeting. Board members may only be excused for valid medical emergencies or illnesses.~~

~~6. Eligibility. Board members who fail to maintain any academic requirements as stated in the ASI GPA policy, will be removed from office.~~

~~B.A.~~ Appeal Process

1. Officers or Board Members that have been deemed of breach ~~as stated in this section will have their responsibilities under Article II, section 8 will have~~ an opportunity to appeal to the BoD to remain in office ~~should they be up for removal.~~
2. The ASI BoD can ~~only remove or reinstate a~~ board member by a 2/3 vote of the voting filled ASI BoD during a regularly scheduled meeting.
3. No appeals can be made for ~~academic attendance~~ or conduct removals. Academic appeals are covered in the ASI GPA policy.

ARTICLE IV **Executive Officers**

Section 1. Officers. The executive officers of the Corporation shall be the President; the Executive Vice President (Corporate Secretary); the Vice President, Finance; the Vice President, Palm Desert Campus; the Executive Director; and the ASI Assistant Director.

- A. The terms of the executive officer positions shall coincide with the fiscal year. Each Officer shall hold office for a term of one fiscal (1) year and until their resignation, removal, or other disqualification from service. (Nonprofit Corporation Law, paragraph 5213c).
- B. All executive officers must meet the minimum academic eligibility requirements established for the California State University. Failure to meet the minimum academic eligibility requirements will require the executive officer's resignation from office.
 1. All executive officers are required to attend all ASI BoD meetings, and are subject to the provisions of Article IX, Section 11 of these bylaws regarding involuntary resignation.
 2. The ASI Executive Director and the ASI Assistant Director shall be designated executives of the corporation and will comply with their position descriptions, the ASI Personnel Policy, the ASI Bylaws, and ASI policy and procedures as applicable in executing the duties of their positions.
 3. The ASI Executive Director is designated as the Chief Financial Officer of the Corporation and will execute the duties of that position as enumerated in their position description, the ASI Bylaws, and ASI policies and procedures as applicable.
- C. Individuals that were previously elected or appointed to office and were unable to fulfill their duties as stated in these Bylaws, are ineligible to assume office.

D. Wages.

1. The ~~elected~~ student executive officers (President; Executive Vice President; and Vice President, Finance, Vice President, Palm Desert Campus) shall be:
 - a. paid an hourly rate to be determined by the ASI BoD.
 - b. ~~entitled to a supplemental scholarship to be indexed against the in state fees designated and/or revised by the California State University Chancellor's Office's summer on campus housing option. The supplemental scholarship only This option only applies to the Fall and Spring semesters of the elected executive officer's term in of office. This scholarship may not be applied to past or future fees.~~
2. Should a vacancy occur in any of the student executive positions prior to the expiration of their terms, then the individual who succeeds the incumbent will be awarded the basic wage and the supplemental scholarship coinciding with their term of office. Neither the basic wage nor the supplemental scholarship will be awarded retroactively.

E. Vacancy & Succession.

The following will serve as the succession plan for the corporation should a vacancy occur in any of the student executive officer positions prior the expiration of their terms:

1. If there is a vacancy for President, the Executive Vice President shall assume office.
2. If there is a vacancy for Executive Vice President, the Executive Vice President Pro Tem shall assume office (Article IV, Section 5), If no Executive Vice President Pro Tem has been elected, then the Vice President of Finance shall assume the duties of office until an Executive Vice President is appointed by the Board of Directors.
3. If there is a vacancy for Vice President of Finance, the Vice President of Finance Pro Tem shall assume office (Article IV, Section 6). If no Vice President of Finance Pro Tem has been elected, then the President shall appoint a Vice President of Finance from the BoD and be confirmed by a 2/3 majority of the voting BoD membership.

Section 2. President.

A. Responsibilities and Duties. The ASI President shall:

1. Be the chief executive officer and official spokesperson for ASI.
2. Ensure that the ASI Articles of Incorporation, Bylaws, and Policies and Procedures, Initiatives and Endorsements approved by the ASI BoD are adhered to and enforced.
3. Serve as a member of the ASI BoD and shall Chair the ASI BoD meetings in accordance with the provisions in Article III, Section 2 of these Bylaws.
4. Within the first three (3) weeks of each semester (except summer), the ASI President shall inform the ASI general membership of the activities undertaken on behalf of ASI.

5. Serve as the voting representative to the California State Student Association or designate in writing a designee.
6. Attend campus-wide boards and committees that are assigned specifically for the ASI President and report back to the Board of Directors on the matters discussed. The ASI President may choose to delegate these commitments to a designee so long as this change is reported to the Board of Directors in advance.
7. Submit and present written reports to the ASI BoD at each regularly scheduled meeting outlining corporate work.

B. Subject to the following stipulations regarding student appointments, the ASI President shall:

1. Appoint the ASI committee chairs (Standing and Regular unless otherwise stipulated in these Bylaws), subject to simple majority confirmation vote of the filled voting positions of the ASI BoD or remove committee chairs from office
2. Appoint and oversee all student representatives to the Faculty Senate committees.
3. Appoint Corporate Liaisons as they deem necessary.
4. Serve on or designate a representative to the Santos Manuel Student Union Board of Directors.

C. The ASI President may issue Executive Orders, subject to the following stipulations:

1. The President may issue Executive Orders on matters which are under the powers granted to the President, to be in effect until the President rescinds the order or leaves office.
2. If the ASI BoD is unable to meet, the President may issue an Executive Order on a matter that would be under the powers of the ASI BoD. This type of Executive Order shall only be in effect until such time that the ASI BoD can meet on the issue (i.e. a committee chair may be appointed and serve by an Executive Order until the ASI BoD can meet to approve or disapprove the appointment).
3. Executive Orders may not be issued to allocate funds or to express the opinion of the ASI. No Executive Order shall be issued to circumvent any Bylaw or Policy.

Section 3. Executive Vice President.

A. Responsibilities and Duties. The ASI Executive Vice President shall:

1. Serve as a student representative to the Student Union Board of Directors or appoint a designee.
2. Serve as the Secretary of the Corporation as defined by the Articles of Incorporation and be responsible for:
 - a. ensuring Board of Directors' minutes are accurate and sign the completed minutes.
 - b. recording vacancies, absences, committee assignments, and changes in elected or appointed positions. This responsibility shall be completed in a report to the ASI BoD on a monthly basis.
3. Serve as a voting member and secretary of the ASI Finance Committee.

4. Serve as a Special Advisor to the ASI BoD.
5. Work with the Director of Internal Affairs to appoint all student representatives to university campus wide committees.
6. Appoint the three (3) ASI BoD voting student representatives to the ASI Executive Committee, as needed (Article VI Section 3).
7. Chair the ASI Personnel Committee and appoint, with a majority approval vote of the filled voting positions of the ASI BoD, all student representatives to the ASI Personnel Committee.
8. Assume the office of President in the event of vacancy and shall serve as the Chair Pro Tem of the ASI BoD. In the absence of the President, the Executive Vice President will assume all powers of the Chair and responsibilities within the ASI BoD.
9. Submit and present written reports to the ASI BoD on the activities of campus-wide, and other university committees to the ASI BoD, as well as notify the ASI BoD in the event of any vacancies as they occur at each regularly scheduled meeting.
10. Serve as a delegate on behalf of the ASI President on campus-wide boards or committees when needed.

Section 4. Vice President, Finance.

A. Responsibilities and Duties. The ASI Vice President, Finance shall:

1. Chair the ASI Finance Committee and appoint seven (7) students who are not currently sitting on the ASI BoD to serve as the at-large members upon majority approval of the ASI BoD. The ASI Finance Committee Chair shall have the authority to remove any student, in consultation with the Executive Director or the Assistant Director, who is not, or cannot, perform their duties as a member of the ASI Finance/Club Allocation Budget (CAB) Committee.
2. Chair the CAB committee. The membership comprising of the Finance Committee will also serve as the membership of the CAB committee.
3. Serve as a Special Advisor to the ASI BoD.
4. Conduct Club Allocation Budget (CAB) workshops. Oversee and maintain records of CAB awards, expenditures, and reimbursements for clubs.
5. The VP, Finance, in collaboration with the campus controller or their designee, will provide monthly reports to the BoD regarding Finance and CAB committee budget expenditures.
6. Serve as delegate and assume responsibility on behalf of the ASI President on campus-wide boards or committees as needed.
7. Submit and present written reports to the ASI BoD at each regularly scheduled meeting outlining corporate financial matters.

- B. The ASI Vice President of Finance may increase line item amounts within the function of an operating expense by transfer from another line item in the same function. The aggregate increase for the fiscal period shall be determined by majority approval of the ASI BoD, but shall not be more than five hundred dollars (\$500.00).

Section 5. Vice President, Palm Desert Campus

- A. Eligibility. The office of ASI Vice President of Palm Desert Campus may only be held by a student who is enrolled at all times at the Palm Desert Campus and in accordance with the academic policies of the corporation.
- B. Responsibilities and Duties. The ASI Vice President of Palm Desert Campus shall:
 1. Serve as the student representative on behalf of the Palm Desert Campus to the ASI BoD.
 2. Chair the Palm Desert Advisory Committee (PDAC).
 3. Have the authority to remove members from the PDAC subject to majority vote of the filled voting positions present at the BoD meeting.
 4. Ensure that the PDAC will establish a meeting schedule at the beginning of each semester.
 5. Present a report of the actions and activities undertaken by the PDAC to the ASI BoD.
 6. Serve as the main designee for all shared governance appointments at the Palm Desert Campus as a representative for PDC affairs.

Section 6. Executive Vice President Pro Tem.

- A. An Executive Vice President Pro Tem shall be elected by the ASI BoD within the first three (3) regular meetings of the ASI BoD or the first three (3) regular meetings after a vacancy occurs.
- B. The Executive Vice President Pro Tem shall be a voting student member of the ASI BoD.
- C. In the event of a vacancy of the Executive Vice President, they shall assume the Executive Vice President's powers and responsibilities within the ASI BoD and shall retain all voting privileges of an ASI BoD member until a replacement candidate for their ASI BoD position can be appointed and confirmed.

Section 7. Vice President, Finance Pro Tem.

- A. A Vice President, Finance Pro Tem shall be elected by the ASI BoD from the three (3) ASI BoD representatives to the Finance Committee within the first three (3) regular meetings of the ASI BoD or the first three (3) regular meetings after a vacancy occurs. If none of the three (3) BoD representatives wish to take office then another qualified member of the Finance Committee may be elected.
- B. The Vice President, Finance Pro Tem shall be a voting student member on the Finance Committee. Should the student voting member resign from the Finance Committee, then another shall be elected as stated in section 6, subsection A.
- C. In the event of a vacancy of the Vice President, Finance, they shall assume the Vice President, Finance's powers and responsibilities within the Corporation and shall retain all voting privileges of an ASI BoD member until a replacement candidate for their ASI BoD position can be appointed and confirmed.

Section 8. Vice President, Palm Desert Campus Pro Tem

- A. Within the first three weeks of the academic year, one student will be elected from the PDAC membership to be the Vice President of PDC pro-tem.
- B. In the event of a vacancy of the Vice President of Palm Desert Campus, the Vice President of Palm Desert Campus Pro Tem shall assume the Vice President's powers and responsibilities within the PDAC and shall retain all voting privileges of the PDAC member until a replacement candidate for their PDAC position can be appointed by the ASI President and confirmed by the BoD.

Section 9. Removal of Executive Officers

Executive Officers of the corporation are subject from removal for breach of duties and responsibilities provided for in these Bylaws, the breach of any fiduciary duty, eligibility requirement or failure to comply with ASI Policy and Procedures. Any Executive Officer who fails or ceases to meet any required qualification that were in effect at the beginning of the Officers current term of office may be placed on the BoD agenda for removal. Removal of an ASI Executive Officer will require a majority vote by the ASI Board of Directors.

A. Breach of Duties and Responsibilities (Executive Officers)

- 1. Reports. Executive Officers are required to submit reports on behalf of their constituency to the ASI Corporate Office 72 hours in advance of each regularly scheduled meeting. Officers will have breached this responsibility after failing to submit a report 2 times in an academic semester (not including summer).
- 2. Meeting Attendance. Executive Officers of the ASI BoD who fail to attend (4) regularly scheduled meetings in an academic year may be removed from office.
- 3. Committee Assignments. Officers who fail to meet their board or committee requirements as specified in Article IV throughout the academic year may be removed from office. Officers will be found in breach if they fail to meet this requirement 5 times.
- 4. Training & Orientations. Officers may have been found in breach of their responsibilities if they fail to attend mandatory trainings or orientations. A training or orientation may only be considered mandatory after a majority of the BoD has voted in favor of having one at a regularly scheduled meeting. Board members may only be excused for valid medical emergencies or illnesses.
- 5. Eligibility. Officers who fail to maintain any academic requirements as stated in the ASI GPA policy, will be removed from office.

B. Appeal Process

- 1. Officers that have been deemed in breach as stated in this section will have an opportunity to appeal to the BoD to remain in office should they be up for removal.

2. The ASI BoD can only remove an officer in response to the breach in their responsibilities by a 2/3 vote of the voting filled ASI BoD during a regularly scheduled meeting.
3. No appeals can be made for academic or conduct removals.

C. Removal without cause.

1. Shall apply when the Officer (i) has been declared of unsound mind by a final order of court, (ii) has been convicted of a felony, (iii) if the Officer misses a specified number of meetings or fails to attend the specified number of meetings, as described in Article IV or (iv) as prescribed by the California Corporations Code.

ARTICLE V

Indemnification of Directors, Executive Officers and other Agents

Section 1. Right of Indemnity.

- A. To the fullest extent permitted by law, the corporation shall indemnify its directors, executive officers, employees and other persons described in Section 5238 (a) of the California Corporations Code, including persons formerly occupying any such position, against all expenses, judgments, fines, settlements and other amounts actually and reasonably incurred by them in connection with and A preceding as that term is used in that Section, and including an action by or in the right of the corporation by reason of the fact that the person is or was a person described in that Section.
- B. "Expenses", as used in the bylaw, shall have the same meaning as in Section 5238(a) of the California Corporations Code.

Section 2. Approval of Indemnity. Any incident in which indemnification may be required will be reported immediately to ASI's insurance company and Executive Director. Indemnification decisions will be made based on the recommendations from ASI's insurance company and Executive Director.

Section 3. Insurance. The corporation shall have the right to purchase and maintain insurance to the fullest extent permitted by law on behalf of its directors, executive officers, employees and other agents, against any liability asserted against or incurred by any director, executive officer, employee or agent in such capacity or arising out of the director's, executive officers, employees or agent's status as such.

Article VI
Committees

Section 1. Meetings and Actions of Committees.

- A. Meetings and actions of committees shall be governed by, held and taken in accordance with, the provisions of Article IX of these Bylaws, concerning meetings and procedures (including requirements of notice, posting and open meetings).
- B. Special meetings of committees may also be called by resolution of the ASI BoD. Notice of special meetings of committees shall also be given to any and all alternate members, who shall have the right to attend all meetings of the committee.
- C. Minutes shall be kept of each meeting of any committee and shall be filed with the corporate records (with the exception of the Personnel Committee).
- D. The ASI BoD may adopt rules consistent with the provisions of these Bylaws for the operation of any committee.
- E. Notwithstanding any sections of these Bylaws, members of any committee must meet the minimum academic eligibility requirements established for the California State University and ASI Policies and Procedures. Failure to meet the minimum academic eligibility requirements will require the student's resignation from any committee.
- F. The membership of all ASI committees, working groups or task forces may not have more than two members of the same chartered or recognized student organization, club, etc. appointed to that

committee. The purpose of this restriction is to prevent conflict of interest issues and ensure the smooth operation of the committee.

- G. In the event that a member should resign, a written notice of their resignation shall be submitted to the Chair. In the event of an involuntary resignation (as defined in Article IX , Section 11 of these Bylaws), no such written notice is required.
- H. In respect to ASI policies and procedures, any Standing or Ad-hoc committee, except the Executive Committee (as provided for in Article VI, Section 2, Subsection 2) may only make recommendations to the ASI BoD.

Section 2. Standing Committees.

- A. ASI Standing Committees shall operate in accordance with approved ASI BoD Policies and Procedures. Such Policies and Procedures may define or specify the membership of such committees, subject to this Section. The term of appointment for all standing committees will be for one fiscal year.
- B. Standing Committees will be responsible for developing agenda materials that are posted 72 hours in advance of a scheduled meeting.
- C. Quorum shall be present at a meeting of one half (1/2) of the voting membership of the committee.
- D. If not already designated below, standing committees will delegate the responsibility of collecting minutes for each scheduled meeting to a voting member.
- E. Chairs of each standing committee will be responsible for reporting back to the ASI BoD following their scheduled meeting.
- F. The Standing Committees of the ASI BoD are as follows:

1. Elections Committee.

a. Purpose. The Elections Committee shall be responsible for:

- 1. Conducting all ASI elections in conformance with these bylaws, the corporation's Election Policy, University policies, and the California Non-profit Public Benefit Corporation Law.
- 2. Ensuring that only current ASI members vote.
- 3. Resolving disputes and charges of Election Policy violations.
 - a) In accordance with the ASI Elections Policy and Procedures the Elections Committee will be responsible for announcing their decision on all violations in a timely manner to all parties involved. A reason for their decision must also be provided.
 - b) The decision of the Elections Committee is final for all those violations that do not involve the disqualification of a candidate or the invalidation of an election. Should the Elections Committee determine that a violation is

serious enough to warrant the invalidation of an election and/or the disqualification of a candidate, the decision to invalidate the election and/or disqualify a candidate must be presented to the Board of Directors (BoD) for review and final approval unless, in the case of the disqualification of a candidate, the disqualified candidate waives, in writing, their right to a BoD review. The decision of the Board of Directors is final.

- c) Before the BoD can rule on a decision made by the Elections Committee regarding the invalidation of an election or the disqualification of a candidate, the BoD will conduct a hearing in the following manner:
 - i. The hearing must be placed as an item on the BoD agenda for consideration.
 - ii. The Elections Committee, as well as the party to the invalidation of the election or the disqualification of a candidate will state their side of the issue before the BoD.
 - iii. The BoD will hear and carefully consider the facts surrounding the issues.
 - iv. The BoD will render a decision and close the item of business.
 - v. Any decision, whether the BoD upholds the Elections Committee decision or not, will be posted within 24 hours or as soon thereafter as possible in the event of a weekend or holiday.

b. Membership.

1. The Elections Committee Chair appointed by the ASI President (voting only to break a tie)
2. Three (3) members of the ASI BoD who are not running in the election (including re-election) confirmed by a majority vote of the filled voting positions present at the BoD meeting.
3. A minimum of three (3) students at large who are not employed or currently holding a position in ASI in any capacity and not running for election, appointed by the ASI President and subject to a majority vote of approval of the filled voting positions present at the BoD meeting. (voting)
4. Director, Office of Student Engagement (non-voting)
5. Associate Dean of Students and Director of Student Conduct and Ethical Development or their designee (non-voting)
6. Responsibilities, terms of office, committee quorum, and removal of Elections Committee members shall be in accordance with the ASI Elections Policy and Procedures.

2. Vacancy Committee

a. Purpose

1. Student vacancies on the ASI BoD shall be filled by the recommendation of majority vote of this committee and appointed by the ASI BoD. This committee will also be responsible for the onboarding and mentorship of newly appointed BoD positions.
 - a) Directors appointed to fill a vacancy shall serve the remainder of the term.

b. Membership

1. Voting members of the ASI Vacancy Committee shall consist of:
 - a) One (1) student voting member of the BoD subject by a majority confirmation vote of the ASI BoD within the first three regular meetings. (Chair) (Voting)
 - b) Four (4) student voting members of the BoD subject by a majority confirmation vote of the ASI BoD within the first three regular meetings. (Voting)
 - c) Executive Director or designee as a special advisor. (Non-Voting)

c. Responsibilities

1. Recruit, interview and recommend candidates to the ASI BoD for appointment.
2. Ensure newly appointed members to the ASI BoD participate in a successful onboarding process that includes mentorship from the Vacancy Committee.
3. Every attempt will be made to fill the vacancies promptly; however, a vacancy may go unfilled if there are no applicants for the position or the Board of Directors deems the candidate(s) not to be sufficiently qualified to fill the vacancy.

3. Executive Committee.

a. Purpose

1. This committee shall be responsible for dealing with all emergency matters concerning the Corporation which normally would fall under the ASI BoD and that cannot be postponed.
 - a) All actions shall be reported to the ASI BoD at the next regularly scheduled meeting.
 - b) The Executive Committee is prohibited from acting in the following areas which are reserved specifically to the ASI BoD, as defined in Article III, Section 1, Subsection D of these Bylaws.

b. Membership

1. Voting members of the ASI Executive Committee shall consist of:
 - a) ASI President (Chair) (voting)
 - b) Three (3) student voting members of the BoD elected by the ASI BoD within the first three regular meetings of the ASI BoD.
 - c) ASI Executive Director (or their designee).
 - d) The ASI Advisor (or their designee).

c. Terms. Executive Committee terms are for one year, or until June 30th of the academic year of the appointment.

d. Convening the Executive Committee

The ASI BoD shall delegate to the Executive Committee the authority to act on behalf of the ASI BoD, when a quorum of the BoD cannot be met provided that the following criteria are met:

1. The Executive Committee is acting in accordance with the Articles of Incorporation and the Bylaws for all of its proceedings.
2. After attempting to conduct a meeting of the ASI BoD, it is found that the ASI BoD cannot meet, and subject to the restrictions of Article III, Section 1D, subparagraph 2.
3. All actions of the Executive Committee shall be reported to the ASI BoD at the next scheduled meeting.
4. The Executive Committee shall have a majority of student voting members in order to conduct business.

4. Finance and CAB Committee.

a. Purpose. This committee shall:

1. Receive, review and prepare recommendations to the ASI BoD on all financial matters concerning allocations and expenditures of Corporate funds.
2. Review the preparation of the annual budget as presented by the Chief Financial Officer (CFO) or their designee and present it to the ASI BoD for consideration and approval.
3. Reconvene as the Club Allocation Budget (CAB) Committee for the purposes of allocating funds in accordance with the CAB Policies and Procedures, reporting to the ASI BoD on all expenditures thereof. The CAB Committee shall follow the procedures set forth in Article IX of these bylaws in conducting meetings.
4. Have the authority to transfer funds up to five hundred dollars (\$500.00) inclusive between line items of the same budget function without referring the transfer item to the ASI BoD.
5. Assist the ASI Vice President, Finance and the CFO in planning and executing fiscal policies for the ASI BoD. Actions of the Finance Committee are subject to approval by the ASI BoD.

b. Membership

1. ASI Vice President, Finance (Chair)(voting)

2. ASI Executive Vice President (Chair Pro Tem) (voting)
3. Three (3) members of the ASI BoD, not including special advisors (voting)
 - a) Confirmed by majority vote of the filled voting positions present at the BoD meeting.
 - b) One of the three (3) ASI representatives to the Finance Committee shall serve as Vice President, Finance Pro Tem as outlined in Article IV, Section 6.
4. Seven (7) students at large not serving on the ASI BoD (a minimum of one student who is taking a majority of their courses at the Palm Desert Campus), appointed by the ASI Vice President, Finance and confirmed by a majority vote of the filled voting positions present at the BoD meeting.
5. ASI Executive Director/Chief Financial Officer or designee (voting)
6. Director, Office of Student Engagement or their designated representative (non-voting).

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5. Personnel Committee.

a. Purpose. This committee shall:

1. Review and make recommendations to the ASI BoD on all matters related to elected and hired positions of the Corporation.
2. In order to protect the privacy of all parties involved, the Executive Director shall have full authority to address any and all personnel issues relating to, and including, all full-time or part-time non-student employees or student assistants. Any personnel issues involving the ED will be referred to the VP, Student Affairs or their designee.
3. Operate within the guidelines of the California Government Educational Code concerning personnel and the ASI BoD approved Personnel Policies and Management Plan.
4. Constitute the Search Committee for all ASI non-student part-time and regular full-time staff.

b. Membership

1. ASI Executive Vice President (Chair) (voting)
2. Two (2) voting members from the ASI BoD not including special advisors, appointed by the ASI Executive Vice President, subject to a majority approval of the filled voting positions of the ASI BoD.

3. One (1) representative from an ASI corporate entity, appointed by the ASI President, subject to approval by a majority vote of the filled voting positions present at the BoD meeting.
 4. ASI Advisor (voting)
 5. ASI Executive Director (voting)
- c. Terms. Student voting members are for one fiscal year, or until June 30th of the academic year of the appointment.

6. Activities Committee.

a. Purpose. The Activities Committee shall:

1. be charged with organizing educational, social, and cross cultural events on campus throughout the academic year with an underlying focus of creating greater visibility of ASI on campus.
2. operate within the policies of the Board of Trustees, the Chancellor's Office as well as ASI and California State University, San Bernardino policies.
3. will convene for any programming requests over \$6,000 that will utilize the Activities Committee Special Events account.

b. Membership

1. Programming Student Manager (Chair) (Voting)
2. Three (3) students-at-large not serving on the ASI BoD, or any other subcommittee, appointed by the Programming Student Manager and confirmed by a majority vote of the filled BoD voting positions present at the BoD meeting. (Voting)
3. One (1) Programming Specialists as appointed by the Programming Manger and confirmed by a majority vote of the filled BoD voting positions present at the BoD meeting. (Non-Voting)

4. Two (2) Board Members confirmed by a majority vote of the filled BoD voting positions present at the BoD meeting. (Voting)
5. ASI Executive Director or designee (voting)
6. Student member appointments are for one fiscal year, or until June 30th of the academic year of the appointment.

c. Powers

1. The ASI Activities Committee shall have discretion over the budget assigned to the ASI Activities Committee in the ASI Annual Budget.
2. The ASI Activities Committee shall have the authority to approve individual events over \$6,000 but adhere to threshold limits of ASI Bidding Policies.

7. Palm Desert Campus Advisory Committee.

a. Purpose. This committee shall:

1. receive, review and prepare recommendations to the ASI BoD on all matters concerning ASI at PDC.
2. oversee the preparation of the annual PDC budget with the support of the ASI Executive Director/Chief Financial Officer and present it to the ASI Finance Committee for inclusion during the annual ASI budget preparation cycle.
3. shall allocate the Club Allocation Budget (CAB) funds in the PDC budget in accordance with the guidelines established in the CAB Policies and Procedures, reporting to the ASI BoD on all expenditures thereof.
4. have the authority to request the ASI BoD to transfer funds between the PDC line items without having to refer the request to the ASI Finance Committee.
5. have the authority to transfer funds up to five hundred dollars (\$500.00) inclusive between line items of the same budget function without referring the transfer item to the ASI BoD. The PDAC will not attempt to circumvent this provision by breaking down a large transfer into smaller increments of \$500.00. This provision can be exercised only once per semester. The PDAC is not authorized to move funds out of the PDC Unallocated or Reserve account. Budget transfer memos will be provided to the ASI office per the standard format for such transfers. All other requests for transfer of funds will be in accordance with normal ASI procedures described in these bylaws and ASI Financial Policy and Procedures.
6. conduct their meetings in accordance with Article IX of these bylaws and all applicable State laws and regulations governing meetings. Agenda items will be approved by the ASI Vice President, PDC prior to placement on the agenda. The approved agenda will be forwarded to the ASI office at least 72 hours prior to the

meeting and will be in the standard ASI format for meeting agendas. Meeting minutes will be forwarded to the ASI office in the standard ASI format as soon as they are finalized.

7. conduct themselves at all times as a standing committee of the ASI BoD subject to these bylaws and ASI policy and procedures.

b. Membership

1. One (1) Board Member from the Palm Desert Campus (Chair)(Voting)
2. Vice President of Finance (Voting)
3. PDC Programs Manager (Voting)
4. The Dean, PDC or their designee. (Voting)
5. ASI President or Designee. (Voting)

6. Three (3) Students at large from PDC appointed by the ASI President and confirmed by a majority vote of the filled BoD voting positions present at the BoD meeting. (Voting)

c. Terms. Student member appointments are for one fiscal year, or until June 30th of the academic year of the appointment.

8. Policy Committee.

a. Purpose. The Policy Committee will be charged with:

1. Developing, amending, and analyzing corporate policies and procedures governing the corporation in accordance with Article VI.

b. Membership

1. One (1) Board Member who shall serve as chair to the committee and be confirmed by a majority vote of the filled BoD voting positions present at the BoD meeting. (Chair) (Voting)
2. Two (2) board member (Voting)
3. Two (2) ASI student corporate staff members appointed by the ASI President subject to approval by a majority vote of the filled voting positions of the ASI BoD. (Voting)
4. ASI Director of Internal Affairs. (Voting)
5. ASI Director of External Affairs
6. ASI Executive Assistant. (Voting)
7. ASI Executive Director or designee. (Voting)

8. ASI Associate Director. (Voting)
9. Student member appointments are for one fiscal year, or until June 30th of the academic year of the appointment.

c. Powers

1. The Policy Committee will have the authority to review and amend corporate policies, procedures and bylaws. Although the committee may amend corporate documents as deemed necessary, amendments must be brought before the BoD for final approval.
2. Policy Committee will have the authority to create and recommend new policies to the BoD.

9. Sustainability Committee.

a. Purpose: This committee shall:

1. Receive, review, and prepare recommendations to the ASI BoD on all sustainability measures.
2. Enhance the sustainability literacy of students, faculty, and staff through the implementation of programs.
3. Partner and collaborate with campus entities and The Office of Sustainability.
4. Assist in engaging the campus in on-going dialogue about sustainability and instilling a culture of sustainable long-range planning and forward-thinking design through their respective constituencies.
5. Disseminate information about campus sustainability efforts throughout the university and local community.
6. Coordinate and develop policies and procedures to make ASI operations more sustainable.
7. Recommend new or enhanced sustainability strategies to campus divisions for consideration or as deemed appropriate.

b. Membership

1. Board of Director for Sustainability (Chair)(Voting)
2. ASI Executive Vice President (Pro-Tem)(Voting)
3. One (1) member of the ASI BoD (Voting)
4. Four (4) students at large, not serving on the ASI BoD, appointed by the board of director of sustainability and confirmed by majority vote of the filled voting positions present at the BoD meeting (Voting)
5. One (1) representative from the ASI student corporate staff appointed by the Board of Director for Sustainability subject to approval by majority vote of the filled voting positions present at the BoD meeting (Voting)
6. Representative from the Office of Sustainability (Non-voting)

10. Lobby Corps.

a. Purpose. The mission of the ASI Lobby Corps is to provide the means necessary to affect public policy on matters impacting higher education by lobbying to appropriate local and state officials.

b. Membership

1. Director of External Affairs (Chair)(Voting)
2. ASI President or designee (ex-officio)(Non-Voting)
3. Two (2) Board Members confirmed by a majority vote of the filled BoD voting positions present at the BoD meeting (Voting)
4. Six (6) students at large not employed or already serving in a leadership role within ASI nominated by the Director of External Affairs and confirmed by a majority vote of the filled BoD voting positions present at the BoD meeting. (Voting)
5. Student member appointments are for one fiscal year.

c. Powers

1. Communicate with local government officials and advocate on behalf of the interests of Cal State San Bernardino and the California State University System.

2. Organize lobbying trips to the State Capitol as part of the California Higher Education Student Summit.
3. Provide written legislative reports to the ASI BoD of Directors on legislation affecting higher education.
4. Make recommendations to the ASI BoD on legislative issues they should take a position on.
5. Appoint a Vice Chair among the membership listed in section b.

Section 3. Regular Committees. The ASI BoD shall have the authority to establish such Regular Committees as may be necessary.

A. Purpose.

1. Regular Committees are formed to assist the ASI BoD in the governance of the Corporation with respect to activities which may merit the ASI BoD's ongoing attention.
2. Regular Committees shall be established or renewed annually by the ASI BoD.

B. Membership.

1. Membership of each Regular Committee shall be defined by the ASI BoD.
2. The Chair of the ASI BoD shall appoint the chairperson of each Regular Committee.
3. Quorum shall be present at a meeting of one half (1/2) of the membership of the committee.

Section 4. Ad Hoc Committees. The ASI BoD shall have the authority to establish such Ad Hoc Committees as may be necessary.

A. Purpose. Ad Hoc committees are formed to assist the BoD and to support BoD requests for services as necessary. Ad Hoc committees disband once the objective for which they were formed has been achieved or the BoD disbands them whichever occurs first.

B. Membership.

1. Membership of each Ad Hoc Committee shall be defined by the ASI BoD.
2. The ASI BoD shall select among them a chair for each Ad Hoc Committee.
3. Quorum shall consist of members present.

ARTICLE VII
Programs and Business Ventures

Section 1. Programs

- A. The ASI BoD shall have the authority to establish programs, and the committees that manage and/or operate them, to meet the interests of the student body.
- B. Programs shall be established, or renewed, annually by the ASI BoD. The action of establishing a budget line item for an upcoming budget year shall be considered a renewal provided that the program/committee chair meets the requirement stated below for establishing Policies and Procedures.
- C. The chair of the established program/committees shall establish Policies and Procedures for their program/committee respectively.
 1. If Policies and Procedures are already established, these Policies and Procedures are to be reviewed by the respective chair.
 2. If modifications are required, the chair will prepare and submit a draft to the ASI BoD for approval.
 3. Should no Policies and Procedures exist, the chair will have thirty (30) calendar days to place the approval request for their Policies and Procedures on the ASI BoD agenda.
 4. Approval of respective program/committee Policies and Procedures will require a majority vote of the filled voting positions present at the BoD meeting.
- D. Appointment, term of service, scope of authority and rules of quorum for programs/committees shall be stipulated by the ASI BoD at the time of establishment and be reflected in the Policies and Procedures of each program/committee.

Section 2. Ventures

- A. Business ventures operated wholly or in conjunction with another entity will be under the direct supervision of the ASI Executive Director in consultation with the ASI Executive Vice President.
- B. Those revenue-generating ventures which fall under one of the ASI program/committees will be managed by that program/committee; however, all ventures will coordinate with the ASI Executive Director/Chief Financial Officer in consultation with the ASI Executive Vice President to assure that all reasonable and prudent precautions regarding risk management, insurance, budget, contracting, etc. have been taken.
- C. The ASI President or their designee has the authority to delay, suspend, or terminate any venture which, in the opinion of the ASI President or their designee does not conform to ASI Policies and Procedures, campus policy, or generally accepted business norms.
- D. The ASI Executive Director in consultation with the ASI Executive Vice President will present to the ASI BoD for their approval such Policies and Procedures as deemed necessary for the day to day operation of the venture.
- E. For those situations that fall outside of the approved Policies and Procedures, the ASI President or their designee has the authority to resolve those issues

ARTICLE VIII

Initiative, Recall and Referendum

Section 1. Initiative. Initiatives from the Associated Students at large may be submitted to the ASI BoD in the form of a petition containing the names, student identification numbers and signatures of ten percent (10%) of the student body.

- A. A special election shall be called by the ASI President unless the petition is completed less than thirty (30) days prior to a general election.
- B. A majority vote of the filled voting positions present at the BoD meeting in favor of the proposed initiative shall be required to adopt any initiative.
- C. A two thirds (2/3) majority vote of the filled voting positions present at the BoD meeting shall be required to ratify changes in the Articles of Incorporation.
- D. The provisions of this paragraph will not be used to overturn, void, or in any way change the results of an election.

Section 2. Recall/Termination. Any director or executive of the ASI BoD may be subject to recall by a petition containing the names, student identification numbers and signatures of fifteen percent (15%) of an office holder's constituency. In the event that the student executive or student director enters the criminal justice system for a felony charge or a misdemeanor charge egregious in nature, or is charged by the CSU and or CSUSB conduct process, Article IX, Section 12 of these bylaws will apply.

- A. The Office of Student Engagement shall verify the enrollment status of all students whose signatures appear on the petition.

- B. After verification, a special election shall be called by the ASI President.
- C. A simple majority vote of the filled voting positions present at the BoD meeting in favor of the petition shall be required to remove the office holder.

Section 3. Referendum. The ASI BoD will be empowered to direct the Elections Committee Coordinator to place certain matters including Articles of Incorporation or bylaw changes or business before the ASI membership.

- A. A majority vote of the filled voting positions present at the BoD meeting shall be required to enact a referendum on ASI policy.
- B. A two thirds (2/3) majority vote of the filled positions present at the meeting shall be required to ratify changes in the Articles of Incorporation.
- C. The ASI BoD must designate that a referendum is either binding or non-binding at the time the ASI BoD proposes the referendum to the electorate.

Section 4. Results of Initiatives, Recalls and Referendums. All initiatives, recalls and referendums shall be considered binding if done in coordination with the above processes unless they contradict federal, state or local law; the Articles of Incorporation; the ASI Bylaws or the purpose of the Corporation.

ARTICLE IX Meetings and Procedures

Section 1. Meetings. Unless otherwise specifically provided for in these Bylaws, all meetings of ASI and its committees shall be conducted in accordance with the latest edition of Robert's Rules of Order and in accordance with the provisions of the California Nonprofit Public Benefit Corporation Law.

Section 2. Notice of Meetings. The agenda of regular meetings of the ASI BoD, which shall contain the date, time, and place of the meeting and all the items to be acted on, shall be publicized at least 72 hours before a regular meeting.

Section 3. Special Meetings.

- A. A special meeting can be called by the President upon a twenty four (24) hour notice pursuant to paragraph 89922 of the Education Code for Auxiliary Organizations.
- B. A majority vote of the filled voting positions present at the BoD meeting shall be required to adopt an emergency item (as defined in Section 5 of this article) at a special meeting.

Section 4. Closed Sessions. Meetings shall be opened to the public. Meetings may be closed only for those reasons stated in paragraph 89923 of the Education Code for Auxiliary Organizations.

Section 5. Submitting Agenda Items

- A. Any student or paid employee of ASI at CSUSB may submit agenda items for consideration by the ASI BoD. The Chair shall put the item on the next agenda to be drawn up and, if appropriate, shall send the item to the appropriate committee and notify the ASI BoD of said action.

- B. Items that are not submitted within the 72 hours before a regular meeting requirement for inclusion at the next regularly scheduled meeting may be placed on as an "emergency item" provided it meets the following criteria:
1. It directly impacts a function of the corporation, which, if not acted upon at the next regularly scheduled meeting, would have serious consequences in terms of the corporation's ability to meet its obligations.
 2. The emergency agenda item must be posted at least 24 hours prior to the emergency meeting.

Section 6. Quorum.

- A. Quorum for all meetings shall be a majority of its filled voting positions. Any Special Advisor members shall not be counted as part of the quorum.
- B. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of Directors, if any action is approved by at least a majority of the required quorum for such meeting.

Section 7. Board Action. The items listed below shall govern ASI Board of Directors' Actions:

- A. The ASI BoD may not take action on any item which has not been listed on the agenda that has been publicly distributed at least 72 hours in advance, with the exception of special meeting agenda items, which require requires 24 hours' notice in advance.
- B. The following actions will require two (2) readings prior to a vote of approval by the Board of Directors. A vote may be taken at the second reading:
1. Approval of the annual ASI budget.
 2. Approval of ASI bylaws or policies.

Section 8. Roll Call Vote. The Chair of the ASI BoD shall recognize an order for a roll call vote when called for by any member.

Section 9. Policies and Procedures. New Policies and Procedures or revisions of existing Policies and Procedures, must be approved by a simple majority of the ASI BoD.

Section 10. Presiding Officer. The presiding officer and chair shall be as designated in these Bylaws or as designated under the ASI Policies and Procedures.

Section 11. Involuntary Resignation. All student members of the ASI BoD, and any committees described in these bylaws are required to attend all scheduled meetings. A student representative who fails to attend four (4) scheduled meetings in an academic year shall be considered to have resigned ~~from their committee appointment~~, unless ASI BoD finds that extenuating circumstances justified the absences under the appeal process.

Section 12. Involuntary Resignation Resulting from Criminal or Student Conduct Activity. The following rules shall apply to all student executive members, student members of the ASI BoD and any committees described in these bylaws or otherwise affiliated with ASI, and student assistants employed by ASI who are charged by the criminal justice system with a felony as described in the California Penal Codes or a misdemeanor egregious in nature, or is charged by the CSU and or CSUSB conduct process while in office or employed:

- A. The student being charged shall immediately be placed on suspension without pay pending the final adjudication of the charge. The student will not be permitted to perform any of the duties of their position until the charge(s) has been resolved. Should the charge(s) be reduced to a misdemeanor(s) and the student be convicted of a misdemeanor, the student will be reinstated to their prior position unless the misdemeanor is egregious in nature. No back pay will be authorized while the student was on suspension pending the resolution of their case.
- B. If a student is convicted of a felony, that student's status of being on suspension will be changed to being terminated. If the student is an elected officer of ASI, their position will be vacated immediately and filled by the pro-tem for that position. If a pro-tem has not been selected, the executive position will be filled by a student member of the Board of Directors in good standing. The ASI Executive Director or, in their absence, the Assistant Director will inform the appropriate University officials of any change in status affecting the student and/or ASI. This provision of the bylaws is pursuant to the California Code of Regulations, Title 5 – Education; Chapter 1; Subchapter 4; Article 2; paragraph 41301 “Standards for Student Conduct”; sub-paragraph 18.
- C. A student who has a prior conviction of a felony and is on probation for the conviction may not be employed by ASI or be a member of the ASI BoD and will be terminated. Replacement of a student who is an elected officer of ASI will be conducted pursuant to Paragraph B above.
- D. In the event that the University wishes to take action against the student for violations of California State University or California State University, San Bernardino policies, then the student will be placed on suspension without pay pending the final decision and disposition of the university.

ARTICLE X
Nondiscrimination Policy

Section 1. Purpose Statement. No person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any corporate activities or programs of ASI

- A. On the Basis of Sex. ASI as a Corporation, in conjunction with Title IX of the Education Amendments of 1972, shall not discriminate on the basis of sex in the corporate activities or programs it conducts.
- B. On the Basis of Disability. ASI as a Corporation, in accordance with Section 504 of the Rehabilitation Act of 1973, shall not discriminate on the basis of disability in the corporate activities or programs it conducts.
- C. On the Basis of Ethnicity, Color or National Origin. ASI as a Corporation complies with the requirements of Title VI of the Civil Rights Act of 1964 and shall not discriminate on the basis of ethnicity, color or national origin in the corporate activities or programs it conducts.
- D. On the Basis of Age, Marital Status, Religion, or Sexual Orientation. ASI as a Corporation does not discriminate on the basis of age, marital status, religion or sexual orientation in accordance with University Policy.

Section 2. Sexual Harassment. It is the policy of ASI to maintain a working and learning environment free from sexual harassment of its students, volunteers, and employees.

Section 3. Diversity of Opinion. ASI encourages diversity of opinion in all its operations.

ARTICLE XI
Bylaws

Section 1. Copies of the Bylaws. An up to date copy of these Bylaws shall be maintained by the ASI corporate office. At the end of the last semester of each academic year, the ASI corporate office shall provide copies of these Bylaws and the Articles of Incorporation so that they will be made available to any interested Members.

Section 2. Effective Date. These Bylaws are effective upon approval of the ASI BoD.

Section 3. Amendments.

- A. To approve new Bylaws or change existing Bylaws, the ASI BoD must have two (2) separate readings of the proposed new Bylaws or amendments at separate meetings.
- B. During these readings, the new Bylaws or amendments can be amended by a simple majority vote of the filled voting positions present at the BoD meeting.
- C. Bylaws must be approved by two thirds (2/3) vote of the filled voting positions present at the BoD meeting.

Section 4. Construction and Definitions. The construction of these Bylaws shall be governed by the general provisions, rules of construction, and definitions outlined by the California Non-profit Corporation Law.

ARTICLE XII
Delegation of Authority

There shall be an Executive Director of the Corporation who shall be appointed by the President of the University upon the recommendation of the Vice President for Student Affairs with consultation from the ASI President. The search for the Executive Director will be conducted in a manner consistent with University procedures.

The Executive Director is administratively responsible to the Vice President for Student Affairs or designee for all services, programs and fiscal matters pertaining to the Corporation. This is to ensure the Corporation is in compliance with; applicable laws, CSU system policies, as well as University policies. The Executive Director is responsible for the development of the student leaders of ASI, and operations of the Corporation. Specifically, they have responsibility for; training of student leaders, student assistants and volunteers, co-curricular programming, assessment, accounting and fiscal procedures, personnel, marketing and all other matters related to achieving the mission of the ASI. They shall initiate programs or procedures, under authority of the Board of Directors, to support the mission of ASI.

The Executive Director will serve as the Chief Financial Officer of the Corporation. As such, he/she has full responsibility for the financial operations of and for maintaining the financial procedures of the Corporation in accordance with University and Chancellor's Office procedures, as well as all applicable laws. They have the responsibility to implement those policies and procedures established by the Board of Directors. The Executive Director will be responsible for the performance evaluations of all employees including student assistants, with exception of the Elected Officers, whom will be evaluated by the Board of Directors.



Associated Students Incorporated

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

Financial Policy and Procedures

Approved per BD 66-20 | May 26, 2020

Purpose: The purpose of this policy is to outline overall ASI fiscal procedures, describe the budgeting cycle and process, the mechanics of expending ASI funds, and the procedures for procuring and disposing of property and equipment. This policy cannot cover all contingencies. For those occasions for which there is no guidance, those concerned are expected to use sound and reasonable judgment.

Scope: This policy applies to all ASI personnel, and to all individuals and campus entities authorized to request ASI funding.

1. Budget Preparation and Control

a. Budget Defined

A budget is a financial plan for a fixed period of time. It consists of an orderly arrangement of fiscal data determined by computed estimates of revenue and expenditures.

b. Preparation of Budget

- 1) Budget time line. The ASI annual budget shall be prepared on a time line which provides for two readings by the ASI Board of Directors (BoD), signatures, review by the University Accounting Office, and presentation to the University President at least 60 days before the close of the fiscal year. The ASI fiscal year will conform to the University's fiscal year.
- 2) Estimates of Revenue. The budget will contain a reasonable estimate of revenue from the Associated Students fees. Other sources of revenue expected during the fiscal year may be included.

c. Estimates of Expenditures:

- 1) Functions. The budget will contain an itemization of expenditures by eligible function, and will include all eligible functions and programs approved by the Associated Students, Inc. Board of Directors (BoD) as well as requests for new eligible functions or programs.
- 2) Deadlines: All ASI functions and their respective supervisors will be required to submit their itemized expenditures 120 days before the end of the fiscal year.
- 3) Functions. The expenditures for each function will be supported by line item detail. The main functions to be used will be (a) salaries and wages, (b) operating expenses, and (c) equipment. Salaries and wages will include all amounts to be paid directly as salaries and amount to be paid for employee benefits (Social Security, retirement, health insurance, etc.)

- 4) Operating Expenses. Operating expenses will include amounts for services and supplies. Generally speaking, supplies and services are such things as paper, pencils, computer memory media, insurance, etc. In order to differentiate between supplies and equipment, the following definition applies: To be classified as equipment, the item must function of and by itself, and cost more than five hundred dollars (\$500.00) with a life expectancy greater than three (3) years. A component, regardless of its cost or life expectancy, will not be classified as equipment.
- 5) Line Item Detail. The budget will contain such line item detail that it will serve as a guide in the control of expenditures. The total amount in each category will be supported by such line item detail, i.e., the category "Operating Expense" may include these line items: office supplies, insurance, and postage. Line item numbers will be obtained from the Auxiliary Accounting Office.

d. Procedures:

- 1) Requests by Functions. In the initial preparation of the budget, persons responsible for the function needing funds will submit a written budget request to the ASI Vice President of Finance on forms supplied by the ASI Vice President of Finance. These requests must be prepared in sufficient detail (by function, category, and line item) to permit the compilation of the data. Information, if the data is available, on prior year expenditures will be shown for each function in a way that will allow easy comparison.

a. Definition of an Eligible Function. The only eligible functions are any and all functions and committees of ASI.

- 2) Review and Analysis. After compilation of the requests, the ASI Vice President, Finance in conjunction with the ASI Executive Director will review and analyze the budget. The ASI Vice President of Finance/ASI Executive Director will present the request with the analysis and recommendation to the Finance Committee. The originators of the request or their designee must be present to provide explanation, justification, or amplification to the Finance Committee. A draft balanced budget with recommendations will be forwarded to the ASI BoD for their consideration and action.
- 3) Distribution. After final approval by the ASI BoD, the ASI President, and the President of the University, the budget will be printed in the proper format and transmitted to the Auxiliary Accounting Office.
- 4) The final budget shall be available by May 15th-4th

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2. Palm Desert Campus (PDC) Budget Preparation and Control

a. The PDC campus accounts will be handled in the following manner:

- 1) During the annual budget preparation cycle, PDC will propose setting a percentage (not less than 10%) of their anticipated revenue into the PDC Reserve account. In the budget submittal documents the proposed percentage will be accompanied by the estimated dollar amount that percentage represents. The remainder of the funds will be budgeted in the other line items with any of the unrestricted going into the PDC Operating Reserves account. The total of the funds in the budgeted line items, PDC Operating Reserves and PDC Reserve will equal the total of the ASI fees collected for PDC students

- 2) Only students who are regularly enrolled (students enrolled at the College of Extended Learning are ineligible) at PDC paying ASI fees are eligible to be counted toward the semester and annual PDC budget.
- 3) Accounting will obtain from CSUSB Institutional Research a headcount of students enrolled at the PDC campus each semester. ASI will compute the Post-Census Revenue due to the PDC Operating Reserves account on a semester basis. Post-Census Revenue will be returned to the PDC Campus on the proportional basis described above. Should projected headcount fail to meet the budgeted headcount, then those funds will be returned to the ASI Unrestricted Net Assets Account.
- 4) PDC will follow ASI policy by going through the ASI Finance Committee and the ASI Board of Directors in attempting to move money from PDC Operating Reserves to any of the PDC line items.
- 5) PDC will not be eligible for any funds from the ASI reserve accounts other than PDC reserves without the expressed permission from the ASI BoD.
- 6) Funds from this account shall not be taken unless an immediate emergency becomes present as deemed reasonable by the ASI BoD.
- 7) Should ASI cease to exist, then the CSUSB Accounting and Finance Department will impound those funds in the PDC budget (RN001-A6000) and the PDC Reserve account until ASI shall be reconstituted.
- 8) PDC will follow ASI financial policies and procedures regarding purchase orders, disbursement authorizations, contracts, etc. No changes will take place at PDC without the express approval of the ASI Board of Directors.
- 9) No ASI funds will be used to fund or support university operations without the approval of the ASI BoD.
- 10) PDC fiscal actions and expenditures of ASI funds will be subject to annual audit concurrently with the CSUSB ASI.
- 11) Line items in the PDC (RN001-A6000) budget that have unspent/unencumbered funds will revert to PDC Operating Reserves on the first day of each fiscal year.

3. Re-budgeting of Funds

- a. The following policies will be followed with respect to interim and/or additional allocations in the budget.
 - 1) Salaries and Wages. The line item amounts and the totals for salaries and wages in any given function will not be increased or decreased without prior approval of the ASI BoD.
 - 2) Operating Expense (Total Amount). The total amount for operating expense within a given eligible function will not be increased or decreased without prior approval of the ASI BoD.

- 3) The ASI BoD must approve all new functions or programs prior to approving funding to support these new functions or programs
- 4) Operating Expense (Line Item). The line item amounts within a given function may be increased by the ASI Finance Committee by transfer from another line item in the same function. The aggregate increase for the entire fiscal year cannot exceed twenty-five thousand dollars (\$25,000) without the ASI BoD approval. To clarify this provision further, this means that the ASI Finance Committee has the authority to move money between line items in the same budget function. When the amount of money moved totals twenty-five thousand dollars within a fiscal year regardless of the number of budget functions which have been affected, the ASI Finance Committee will have used up their authority to transfer funds within that budget function.
- 5) Request for an Allotment Transfer. After approval of a request to transfer funds from one allotment to another, a transfer form will be prepared by the ASI Vice President, Finance and transmitted to the Auxiliary Accounting Office for processing.
- 6) **Special Authorization.** During the last four weeks of the fiscal year and the first four weeks of the new fiscal year, the ASI Executive Director will have the authority to transfer funds between accounts as necessary in order to meet financial obligations of the corporation and close out the accounts at the end of the fiscal year. This authority applies only to the funds affecting the fiscal year being closed out and not the new fiscal year. **Any transfer of funds under this section shall be reported to the BoD at their first available meeting.**
- 7) Post-Census Revenue. Any surplus or deficits that are reported post-census will require the ASI BoD to act on them under the advisement of the ASI Executive Director and ASI Vice President of Finance within 60 days of the census date. Any surplus in revenue will be deposited in the ASI Operating Reserves accounts for future disbursement by the ASI BoD.
- 8) The ASI Finance Committee will have the authority to approve up to \$5,000 in internal transfers and \$1,000 in external requests. Requests that exceed these amounts will require approval from the ASI Finance Committee and ASI BoD. Any transfers from Unrestricted Net Assets must go to the BoD for approval.
- 9) The ASI Finance Committee will have the authority to donate up to \$5,000 to on-campus entities without ASI BoD approval. Donation requests that exceed \$5,000 or are requested by off-campus entities must be approved by the ASI Finance Committee and the ASI BoD.
 - i. The Finance Committee will only consider request(s) up to \$5,000 annually per organization with the aggregate total not to exceed \$5,000 without BoD approval.
- 10) Allocation or donation of funds approved by the Finance Committee shall be reported to the ASI BoD by the ASI Vice President of Finance or their designee.

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4. Accounting

a. Type of Accounting Records

The accounting records will be established by function and by expenditure categories within the function.

b. Maintaining Accounting Records

The accounting records will be maintained by the Auxiliary Accounting Office. Sound accounting practices will be used, and the various State laws and rules governing the California State University will be followed. Substantiating documents, i.e., approved requisitions, purchase orders invoices, and time sheets will be filed in the Auxiliary Accounting Office so as to be available at all times for audit by independent certified public accounts, the Audits Division, State Department of Finance, and the Chancellor's Audit Staff.

c. Chart of Accounts

A chart of accounts will be compiled as needed by the Auxiliary Accounting Office.

d. Financial Report

During the Fiscal Year, the Auxiliary Accounting Office will make monthly reports to the Associated Students, Inc., indicating the balances remaining in each function and conversely, the amounts expended. Upon the request of the ASI Vice President of Finance/ASI Executive Director, detailed reports showing the financial status of a specific function will be prepared.

5. Document Signature Authority

- a. Each year following the ASI elections, the ASI Executive Assistant will prepare a memo with the signatures of all the individuals entitled to sign documents which commit the corporation to expending ASI funds. The memo will indicate the primary and backup signatures for each document authorizing the expenditure of funds, and will be forwarded to the Auxiliary Accounting Office prior to the first day the new officers assume their duties.
- b. In signing documents for the preparation of purchase orders, Speakers/Performers Contracts (SPC) and disbursement authorizations, it is desirable that no one signature appear more than one time on any document. In the case of a purchase order or an SPC, any of the individuals who signed the requisition or the purchase order/SPC may sign the disbursement authorization. In those cases where a disbursement authorization is created from a requisition requesting a check, the person signing the disbursement authorization should not have signed the requisition. It is conceivable that in an emergency situation, this policy may have to be waived; however, those authorized to expend ASI funds should avoid waiving it for expediency. The purpose of this policy is to ensure that the widest possible scrutiny by ASI management is afforded purchases from ASI funds.

6. Purchases and Contracts from ASI Funds

a. Requisitions, Purchase Orders (PO), & Speaker/Service/Performance Contract

- (1) **Requisition Form:** A requisition form should be initiated by the function requesting the supplies or services. The requisition should indicate the proper budgetary classification, i.e., function, category, and line item. After approval by corporate officers as designated on the "Authorized Signatures" memo on file in the Auxiliary Accounting Office, the requisition is ready to be processed. A sample of a requisition is in the Procedures section of the annual ASI Budget and Procedures booklet.

(2) Purchase Orders:

- i. Purchase Orders will be prepared in duplicate with distribution as follows: Original copy is provided to vendor and a copy is retained for the ASI Office files.

(3) Speaker/Service/Performance Contract:

- i. A Speaker/Service/Performance Contract (SPA) will be initiated for high risk purchases or as determined by the ASI Risk Manager.
- ii. Upon receipt of an approved requisition, ASI Executive Assistant will prepare the ASI Contract for signature by the appropriate corporate official in accordance with the “Authorized Signature” memo on file at the Auxiliary Accounting Office.

b. Purchase Order Procedures (PO)

- (1) A Purchase Order should be used for supplies, services, or equipment rendered to ASI in which a Direct Purchase is not an authorized and appropriate form of payment. A Purchase Order should always be used for any expenditures that will be utilizing the Supplies and Services accounts within the ASI Budget.
- (2) When a Purchase Order is authorized for a service in which the service provider is being required to submit insurance, then an indemnification clause must be stated on a separate document. A Speaker/Service/Performance contract should be used when there is high risk associated with a purchase or as determined by the ASI Risk Manager.
- (3) Purchase Orders will be prepared and initiated in the following manner:
 - i. A requisition for a purchase order is completed that includes the signatures of authorized officers.
 - ii. The Executive Assistant will prepare the form to be signed by the Executive Director. If needed, the requestor must include an indemnification clause in a separate document.

c. Direct Purchase Procedures

- (1) A Direct Purchase is completed and executed through the use of Corporate Credit Cards (CCC). Corporate Credit Cards may only be utilized by authorized personnel. Personnel authorized to use a CCC may do so only if they complete a CCC Authorization form prior to the usage of one. Please see the Corporate Credit Card Policy for specific details.
- (2) A Direct Purchase that is used with a CCC must follow the procedures as clearly defined in the CCC Policy:
 - i. Purchases may not be used to circumvent any ASI policies or be used from Unrestricted Reserves.
 - ii. Purchases may only be made that are not requiring indemnification clauses, hold harmless forms, or insurance from vendor. If this is the case, a PO or Speaker/Service/Performance Contract must be executed.
 - iii. Authorized Purchaser must provide receipts of all transactions and submit them with a Credit Card Authorization form that is to be maintained by the Executive Assistant and be signed by the Executive Director. This form must indicate the proper budgetary classification.

- iv. Purchaser who fails to follow the procedures as outlined in this policy or in the CCC policy will be faced with disciplinary actions which may include the reimbursement of all associated transactions.

d. Spending Controls

- (1) Purchases that are made through a Corporate Credit Card may not exceed \$1,500 in a single transaction.
- (2) Purchases, excluding those associated with Travel, that fall between the \$500 to \$1,500 threshold must include 3 quotes that are to be given to the ASI Executive Director in the form of a
 - i. phone call that is submitted with documentation of that conversation and contact information of service/vendor or;
 - ii. an electronic correspondence in the form of an email or online printed material.
 - iii. Exceptions to quote requirements may be made by the ASI Executive Director, but any such exceptions, and the reasoning, should be documented as a note or correspondence, and included with the transaction.
- (3) All expenditures above \$1,500 from the following accounts will need prior approval from the Finance Committee and the Board of Directors three (3) weeks prior to the event/activity, or any related purchases. The following accounts are affected:
 - i. ASI Operating Reserves
 - ii. Speaker Series (660827-RN001-A5100)
 - iii. External Affairs (All accounts in RN001-A4300)
 - iv. Public Relations
 - Marketing Materials (660017-RN001-A4900)
 - Prizes (660731-RN001-A4900)
 - v. Transition Dinner (660714-RN001-A4200)

d. Bidding Policy

The Bidding policy will be used in the procurement of all items which surpass the threshold dollar amount approved by the ASI BoD in the Bidding Policy. (See ASI Bidding Policy)

e. Conflicts of Interest

ASI will not purchase goods or services from any ASI employee, board/committee member, or other supplier where a conflict of interest might be perceived. (See ASI Conflict of Interest Policy)

f. Penalties

Any individual who makes a purchase or contracts for a service in the name of the Associated Students, Inc. without following the prescribed procedure will be held personally liable for the obligation.

- g. The ASI Executive Director will have signature authority in coordination with the corporate officers over those budget items (personnel and operating items) directly under the corporation. For all other expenditures, the ASI Executive Director's signature authority will be in accordance with the "Authorized Signature" memo on file at the Auxiliary Accounting Office.

7. Receiving and Control of Equipment and Supplies

a. Procedures

Upon receipt of the equipment or supplies ordered, or upon completion of the service in accordance with the purchase order or contract, the ASI Vice President of Finance/ASI Executive Director will be so informed.

In the case of a service pursuant to a purchase order or contract, the appropriate individual will certify that the service has been completed in accordance with the terms of the purchase order or contract, and forward such certification to the ASI Vice President of Finance/ASI Executive Director. Until such certification is received, the invoice will not be paid. The ASI Executive Assistant will make such entries into the Common Management System as necessary to show that the item(s)/services were received and the appropriate satisfaction with the items/services.

b. Property Control

- (1) **Property Usage.** Equipment owned by the Associated Students, Inc. will be used only for valid Associated Students activities, unless approved otherwise by the ASI BoD.
- (2) **Property Records.** A master file of equipment owned by the Associated Students, Inc. will be kept at the ASI Business Office and the Auxiliary Accounting Office. The file will indicate what individual or function has the custodial responsibility.
- (3) **Property Tags.** All equipment/furnishings owned by the Associated Students, Inc. will be tagged with a property number indicating its ownership. Smaller items that may be considered “disposable”, e.g., desktop adding machines, staplers, hole punchers, etc. do not need to be tagged.
- (4) **Equipment.** All persons or organizations not part of the ASI structure requesting to use equipment must receive written approval from the ASI Executive Director, must check out equipment by the ASI Executive Assistant or their designee, and must sign a contract acknowledging liability and terms of agreement. A contract will be maintained by the front desk office staff.

(5) Property Disposal.

From time-to-time it will be necessary to dispose of ASI property. The ASI Executive Director or in their absence the ASI Executive will assess the property and will determine whether or not it is serviceable, unserviceable, obsolete/obsolescent, safe or unsafe.

- (a) Disposing of serviceable, obsolete/obsolescent, and safe property:
 - (1) Donate the ASI property item to a worthy entity, e.g., the CSUSB Children’s Center or the Student Union, etc. ASI equipment will not be donated to individuals without the approval of the ASI BoD.
 - (2) Salvage the property through the University Property Management Department, Information Resources and Technology Support Department, or whatever department the university deems appropriate to dispose of the items.
- (b) Disposing of unserviceable and/or unsafe property.

- (1) Salvage the property, as in the case of computers, through the University Property Department, Information Resources and Technology Support Department, or whatever department the university deems appropriate to dispose of items.
- (2) Unsafe ASI property items, whether serviceable or not, will not be auctioned, sold, or donated. If the ASI Executive Director and the ASI Executive Officer deems it cost effective to repair the item and bring it up to a reasonable standard of safety, then it may be disposed of as described in paragraph (5), (a) and (b) above. Any unsafe item unworthy of being auctioned, sold, or donated will be thrown away, or salvaged in accordance with paragraph (5)(b)(1) above.

(c) Documentation

- (1) Any property sold, auctioned, or salvaged through the University, will be reflected on the ASI "Request To Survey" form. An ASI executive officer will review the property to be salvaged and approve the ASI Executive Director's assessment of the need to salvage the property.
- (2) The ASI "Request To Survey" form will be signed by the ASI Executive Director and an ASI Executive officer.

8. Handling of Cash Receipts and Disbursements

a. Cash Receipts

- (1) Student Fees. The Student Financial Services Department will deposit in a State Trust Fund student fees collected.
- (2) Cash Receipts. The University cashier will collect all funds for the ASI and will record them on the daily cash sheet. This information will be posted expeditiously to ASI.

b. Cash Disbursements

Checks will be issued by the University Accounting Office for ASI expenses upon submission of approved documents.

c. Check Cashing

Under no circumstances will anyone be authorized to cash personal, business, or payroll checks, or vouchers of any nature from ASI cash receipts.

9. Accounts Receivable

a. Invoicing procedures. The ASI Executive Assistant will prepare an invoice for goods or services rendered to another person/organization by ASI using the following procedures:

- (1) Issue an invoice number in log.
- (2) Type up invoice.
- (3) Annotate account to be credited on Accounting and ASI copies.
- (4) Send original copy to Payee.

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(5) Copy – Accounting.

(6) Copy – ASI Files (in invoice binder)

b. When payment is remitted:

(1) Make a copy of the check and log into Check Receipt Log.

(2) Annotate date of payment on Invoice log and stamp pink copy of invoice “Paid”.

(3) Complete a Departmental Cash Transmittal form.

(4) Deposit money into the following account # 102060 RN001 9002 at the Student Financial Services

c. After money is deposited:

(1) File the pink copy of the Departmental Cash Transmittal Form along with a copy the check in the invoice binder.

(2) File the yellow copy of the Departmental Cash Transmittal Form along with a copy of the check in the check receipt folder.

(3) Send a copy of the Departmental Cash Transmittal Form to Accounting.

d. Valuation of allowance for doubtful accounts receivable

Based on ASI’s history and no outstanding miscellaneous receivables, no allowance will be maintained or reserved and any miscellaneous receivable deemed to be uncollectable will be written off in its entirety. As for student accounts receivables, the University Accounting office calculates the allowance and monitors the receivables. ASI will generate a list of aged accounts that have not been paid using the following schedule and actions:

(1) 30 days – past due notice to be sent for individuals, student clubs and organizations.

(2) 60 days – past due notice to be sent to university departments, auxiliaries, individuals, student clubs and organizations.

(3) 90 days - final notice to be sent to university departments, auxiliaries, individuals, student clubs and organizations.

e. Write-off of uncollectible accounts.

(1) After the final notice is sent, the individual, student club or organization, university department or the auxiliary will have 30 days to satisfy the debt to ASI. At the 120 day point, ASI will notify the Auxiliary Accounting Office and provide the supporting paperwork. If the debt is deemed uncollectable by the Auxiliary Accounting Office at the 365 day point, then the Auxiliary Accounting Office will notify the ASI Executive Director. The ASI Executive Director will place the debt on the Board of Directors’ agenda for approval to write the debt off.

- (2) The ASI Executive Director shall have the authority to write-off debts deemed to be uncollectable in the amount of \$100.00 or less. The ASI Executive Director will notify the ASI Board of Directors as soon as practicable of any write-offs.

10. Telephone Usage and Charges

- a. ASI telephones are to be used for official ASI business; however, it is understandable that personal calls will be made from time-to-time on ASI telephones. Authorized users of ASI telephones will be subject to the following procedures:
 - (1) Each month the ASI Executive Assistant will provide an invoice on each ASI office telephone number.
 - (2) ASI Staff are required to identify personal calls.
 - (1) ASI staff are authorized a maximum of \$25.00 for personal calls per month per telephone number. Any personal calls over that amount require reimbursement to ASI.
- b. Should staff fail to reimburse ASI for telephone utilization, then the ASI Executive Director shall begin internal disciplinary proceedings as deemed appropriate until the debt is satisfied.

11. Salaries and Wages

- a. In the case of salaries and wages, the payroll document will be the payroll designation form appointing an individual to a previously established position. This document must be signed by the function supervisor and the ASI Executive Director.
- b. All employees must complete the necessary W-4 forms and a successful background check before beginning their employment. ***No person shall be allowed employment into ASI who has neglected to complete the necessary forms.*** Employment records and time sheets will be kept by the ASI Office and Auxiliary Payroll Office.
- c. Semi-monthly time sheets are kept on record with Paylocity. At the end of the payroll period, the time sheets must be properly signed by the employee, certified by a designated supervisor and approved by the ASI Executive Director designated on the “Authorized Signatures” memo on file in the Auxiliary Accounting Office before being forwarded to the Auxiliary Accounting Office so that paychecks may be issued.
- d. The Financial Aid Office will be notified of all awards authorized for ASI Officers, chairs, etc. In the case of an ASI director or chair receiving an award beginning the term of service after the start of the semester, the ASI Vice President of Finance/ASI Executive Director shall be permitted to amortize the award for that semester over the time actually served by the student body officer.
- e. Employees may receive their paychecks in the form of direct deposit or may be picked up at the ASI front office.
- f. It is the policy of Associated Students, Inc. that awards approved by the ASI BoD and awarded to students participating in ASI are to be considered taxable as income under federal and state law. As a compensable award, performance standards may be set by the Board of Directors for those receiving the compensable award

12. Disbursement Authorizations

Upon receipt of (1) a proper invoice from the vendor or contractor, and (2) either the notice that stock has been received or the certification that the service has been satisfactorily completed, the ASI Executive Assistant will prepare a disbursement authorization for signature by the ASI Executive Director or the ASI Assistant Director. In the event the ASI Executive Director is off campus and unavailable, then signature authority will be in accordance with the “Authorized Signature” memo on file at the Auxiliary Accounting Office. The Auxiliary Accounting Office will then issue a check.

13. Account Closure at the End of the Fiscal Year

During the last ~~two~~ four weeks and the first four weeks of the fiscal year, the ASI Executive Director shall have the authority to transfer funds between budget functions and line items as necessary in order to satisfy ASI obligations and balance the accounts per paragraph 3a(7) of this policy. Any transfer of funds under this section shall be reported to the BoD at their first available meeting.

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14. Petty Cash

A petty cash fund not to exceed \$150.00 may be authorized. It shall be in the custody of a responsible employee of the ASI will be known as the Custodian. The Custodian shall be financially responsible for the fund and for any loss unless relief of accountability is granted by the ASI BoD.

15. Change Funds

- a. The establishment of all change funds must be approved by the ASI BoD. Change funds are to be used only for the purpose of convenience of giving change at specific functions. Change funds are not to be used for expenditures of any kind.
- b. There must be an authorized individual designated as Custodian of the change fund who will be financially responsible. Upon approval by the Board of Directors, a check will be issued to the designated custodian. The change fund will be subject to audit at any time during the life of the fund. The custodian will be responsible for the return of the change fund at the conclusion of each event, or at a designated time, but no later than the end of the current fiscal year.

16. Travel Expense

- a. Prior to commencing travel on ASI business, all officers, employees, or students must complete a Travel Approval Form for review and approval by the ASI Executive Director and any Executive Officer. A copy of the form is available in the ASI office and at the back of this policy. The ASI Executive Director will sign the ASI Travel Claim Expense Forms after the travel is complete. No ASI Travel Claim will be signed that does not have the prior approval stated above.
- b. At the conclusion of travel, a travel claim expense form must be completed within two weeks and turned in to the ASI Executive Director for submission to the Auxiliary Accounting Office.
- c. The allowances for ASI travel cannot exceed those currently outlined in the ASI Travel Policy unless approved by the ASI BoD.
- d. Travel expense details can be found in the ASI Travel Policy.

17. Signature on checks

Checks must be signed by the proper CSUSB official. Checks for amounts of \$50,000 or over must be signed by two CSUSB officials. The following CSUSB officials are designated signatory authority to sign ASI checks: The Vice President, Administration and Finance; the Associate Vice President, Administration and Finance; the Director of Accounting; the Associate Director of Accounting.

18. Filing Documents

All documents used by the Auxiliary Accounting Office regarding ASI accounts will be filed and kept in the Accounting Office until the yearly audit. After the audit they must be kept filed for three years. After three years, documents except personnel records, including time sheets and personal tax records, and nonprofit organization related filings may be destroyed.

19. Banking and Investment Policies

a. Savings Account

By resolution of the ASI BoD, and approval of the University Vice President of Administration and Finance, funds may be withdrawn from the Cash Trust account and deposited in a savings account at a banking institution authorized by the ASI Vice President, Finance or the ASI Executive Director. Normally, the authorization should apply only to the funds that are to be held in reserve for specific purposes.

b. Investment

The ASI BoD may, by resolution, and approval of the University Accounting Office, authorize the investment of funds that are temporarily surplus. Investments must be restricted to the following:

1. Savings accounts in National or State Banks insured by the FDIC.
2. Time-open accounts in National or State Banks insured by the FDIC.
3. Federal Treasury Bills.
4. State approved Savings and Loan, insured by FSLIC.
5. Surplus money investment fund State Treasury.

20. Loans

ASI will not loan funds to anyone regardless of their association with the university or ASI.

21. Discrimination

The ASI shall not knowingly do business with any establishment that has shown to discriminate on the basis of race, color, national origin, sex, disability, age, marital status, religion, or sexual orientation as defined in Article XI, section 1 of the ASI Bylaws.

22. Generated Revenue

a. Definition of Generated Revenue.

Generated revenue is all revenue and income derived from any proceedings, function, production, or other fund raising event which has been funded with ASI funds, either wholly or in part.

b. Revenue Generated by ASI Funds.

All revenue generated by the use of ASI funds, excluding funds deposited to Foundation accounts, for any portion of the function shall be deposited to an ASI revenue account. Said ASI revenue may be designated specifically as the ASI revenue account for that event.

c. Allocation or Generated Funds in ASI Revenue Accounts.

Funds held in revenue accounts may be transferred to program generated accounts according standard accounting practice and or ASI budget notes.

23. Procedures for Securing Funds from ASI

- a. The ASI provides financial support for student clubs, organizations and university wide events. Groups or individuals who seek ASI financial support for such programs or events must make application through the ASI Finance Committee or the Club Allocation Budget (CAB) Committee.
- b. ASI will not provide funding to support departmental events/activities/programs without the approval of the ASI Finance Committee or BoD. The purpose of this provision is to ensure that university departments do not ask students to fund events/activities/programs which should be borne by the department. It will be up to the Finance Committee and/or the Board of Directors to determine if a proposed event/activity/program is departmental in nature.
- c. Chartered clubs/organizations seeking funds for events should submit their request to the CAB Committee. Any individual or group requesting funds from the ASI BoD for such activities will be directed the CAB Committee rather than being placed on the ASI BoD's agenda. The ASI BoD will not directly fund such events. The CAB Committee has a BoD approved policy which must be followed for the orderly disbursement of funds. Failure to follow the policy will result in the loss of funding and possible censure.
- d. Requests without Finance Committee approval may be heard by the ASI BoD. A 2/3 vote of approval by the voting members of the ASI BoD is required to bring the request to the floor for discussion or action.
- e. If a recommendation is funded by the Finance Committee or the CAB Committee, the club or organization representative should meet with the ASI Vice President, Finance/ASI Executive Director/ASI Executive Assistant and fill out an ASI requisition form. Upon completion of the requisition form, the ASI Executive Assistant will issue a Purchase Order or contract for signature by the appropriate corporate official in accordance with the "Authorized Signature" memo on file at the Auxiliary Accounting Office.
- (1) Purchase Orders. If the funds are to be used to purchase merchandise or services, ASI will issue a purchase order if acceptable to the vendor. After the merchandise is purchased, the invoice from the vendor must be returned to the ASI Vice President, Finance/ASI Executive Director/ASI Executive Assistant.
 - (2) Contract. If the funds are to be used to pay for an artist/lecturer/speaker the ASI will issue a contract. The contract must be signed by the appropriate corporate official in accordance with the "Authorized Signature" memo on file at the Auxiliary Accounting Office.

24. Education Business Activities

Educational business activities shall be established and carried on only when pursuant to, and in accordance with, an authorization and statement of purpose approved by an institution's governing board and/or chief executive. Each educational business activity shall meet the following three (3) conditions:

1. The activity is deemed to be an integral part in the fulfillment of the institution's educational, research, public service, and campus support functions, and other educational and support activities, without regard to profit.
2. The activity is needed to provide an integral good or service at a reasonable price, on reasonable terms, and at a convenient location and time.
3. The activity is carried out for the primary benefit of the campus community but with sensitivity to the total community.

Unrelated activities. ASI shall comply with applicable laws and regulations pertaining to such activities, and educational business activities not falling within the guidelines established above may be unrelated business income activities.

25. Liability

The *ASI will not assume liability* for individuals or organizations who purchase items or contract with individuals or groups for goods or services if the proper procedures have not been followed.

26. Reporting

ASI requires that all ASI personnel who use ASI funds to travel to submit a written report on the event, meeting, activity, etc. they participated in to the ASI BoD within 30 days of their return to the campus. If the BoD is not in session (e.g., during the summer break), then the report will be submitted to the Executive Committee. If the traveler fails to submit a written report within the prescribed time indicated above, the ASI Executive Director, at his/her discretion, will demand that the traveler make restitution of the travel funds to ASI.

Revised Per BD 65-98, September 29, 1998
Revised Per BD 02-99, February 27, 1999
Revised Per BD 140-99, November 30, 1999
Revised Per BD 67-01, May 15, 2001
Revised Per BD 42-03, May 20, 2003
Revised Per BD 61-03, July 15, 2003
Revised Per BD 63-07, May 29, 2007
Revised Per BD 74-08, June 3, 2008

Revised Per BD 81-09, October 27, 2009
Revised Per BD 107-09, December 1, 2009
Revised Per BD 39-11, May 31, 2011
Revised Per BD 22-12, May 1, 2012
Revised Per BD 50-17, May 30, 2017
Revised Per BD 11-18, February 27, 2018
Revised Per BD 12-19, January 22, 2019
Revised Per BD 66-20, May 19, 2020



Associated Students Incorporated

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

Travel Approval Form

1. Name(s) of attendee (s):

2. Purpose of the trip (include dates):

(Please attach flyer/announcement if applicable)

3. Account #: _____

4. Are there sufficient funds in the account to cover the costs? Yes No

(Travel will not be approved if there are insufficient funds to meet the cost of the travel)

5. travel expenses:

Hotel:		Airline Fares:	
Food:		Conference Fees:	
Car Rental:		Private Auto Mileage:	
Other:		Total:	

Requestor: _____

Printed Name

Signature of Requestor

Date

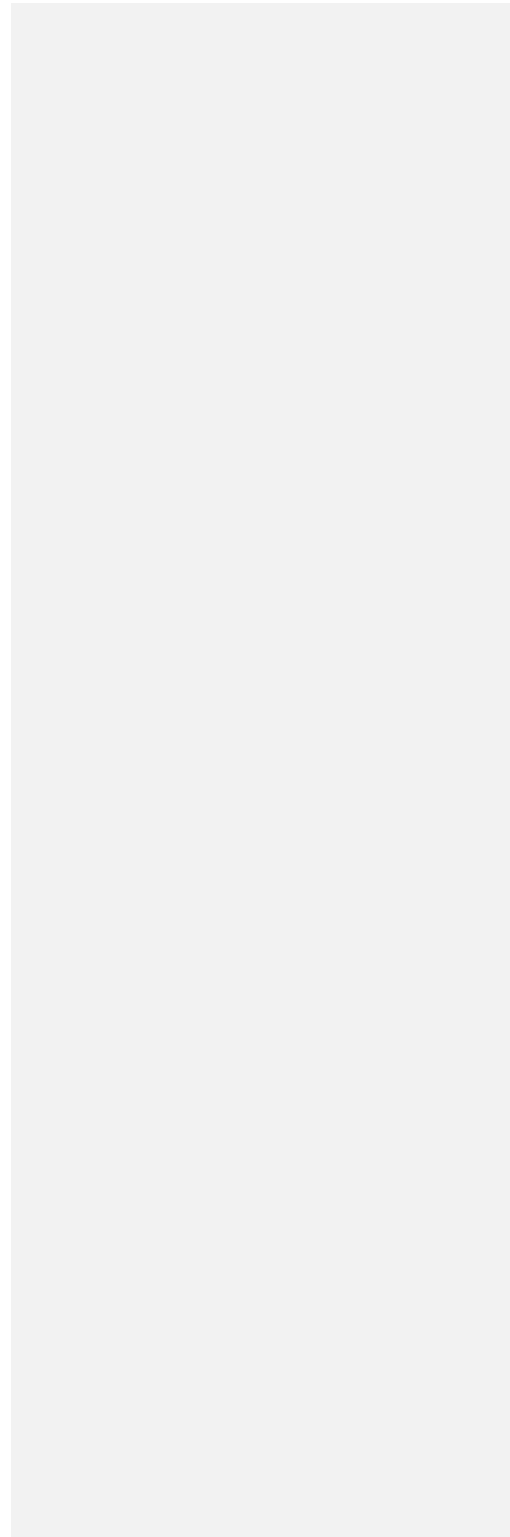
Approved: _____

Printed Name

Signature of Requestor

Date

Approved: _____
Printed Name Signature of Requestor Date





Associated Students Incorporated

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

Board of Directors Incentives Policy

~~Approved per BD 68-20 | May 26, 2020~~

Purpose: The purpose of this policy is to compensate the Directors for the time and energy required to actively serve as a student leader and to show appreciation for the opportunities forgone as a result of the commitment required by this role. These incentives are meant to offset the cost incurred by students for the sole purpose of meeting academic needs.

Scope: This policy applies to students that are voting members on the Associated Students Inc. Board of Directors (BoD).

Section 1: Requirements

- A. To receive BoD incentives, as stipulated in this policy, student directors must adhere to the requirements set forth in Article III, ~~Section 8~~ of the ASI Bylaws.
- B. Student Directors must fulfill all expectations outlined in a jointly authored memorandum authored by the ASI President and Executive Director.

Section 2: Allocation

- A. Allocation of funds will be conducted annually in compliance with the ASI Financial Policies and Procedures.

Section 3. Incentive Types

- A. For the purpose of this policy, board members may receive one of each of the following incentives:
 - 1. Service Incentive: CSUSB Semester Parking Permit, CSUSB Dining Dollars, or CSUSB Bookstore Credit.
 - 2. Academic Incentive: \$15 dining dollars per hour offered only in the fall and spring semesters for a total of eight hours per fiscal year for the purpose of allowing a board member to study or otherwise complete an academic commitment. Dining dollars can be requested in either two-hour increments (totaling \$30.00) or one four-hour increment (totaling \$60.00). Unused hours under this policy do not carry over to the following semester. Board member must complete an additional acknowledgement form (if already receiving the service incentive) to indicate the request. ASI reserves the right to modify or discontinue this incentive at any time with or without notice and these benefits are offered contingent on budget availability, as determined by the Executive Director.
- B. The value of service incentives cannot exceed the cost of a CSUSB semester parking permit.

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Section 4. Disbursements

- A. Student Directors must confirm their willingness to receive incentives by submitting a Statement of Acknowledgement for each incentive to the Executive Director stating they understand and agree to ~~this~~ the ASI BoD incentives policy three weeks prior to the beginning of the semester for service incentives and a minimum of 10 working business days prior to an academic incentive.

B. The Executive Director or their Designee, in collaboration with the ASI President, will be responsible for processing these disbursements after the completion of each semester and after fulfillment of requirements under section 1 of this policy (including summer sessions).

Section 4. Incentive Types

~~A. For the purpose of this policy, CSUSB parking permits, food services vouchers and CSUSB book vouchers are the only types of incentive that will be distributed.~~

~~B. Directors will be allowed to pick one incentive per semester and the value of that incentive cannot exceed the cost of a CSUSB semester parking permit.~~

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Approved with revisions per BD 01-18 | 01/16/2018

Approved with revisions per BD 68-20 | 05/26/2020



Associated Students Incorporated

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

Statement of Acknowledgement

Board of Directors Incentives Policy

I _____ (full name) hereby acknowledge that I have read and understand the Associated Students Inc. Incentives policy in its entirety. I am also acknowledging that I am a current Board Member for the Associated Students Inc.

I agree to comply with my responsibilities as listed in Article III Section 8, General Responsibilities of the ASI Board of Directors. I understand that failure to adhere to these requirements may result in immediate reimbursement of any incentive that I have agreed to.

___ I will be accepting an incentive as defined by the Incentives Policy

___ I will not be accepting any incentive.

Board Member Name

Title

Incentive Type: ___ Book Voucher ___ Parking Permit ___ Food Voucher

_____ Academic Incentive (Dining Dollars)

If requesting an Academic Incentive, complete the following:

Purpose (Executive Director will follow up to validate request):

Date Requesting For: _____

Hours (maximum of 4 per semester) _____

Semester/Year _____

Signature, Board of Director Date

Signature, Executive Director Date

Signature, ASI President Date

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