

BY-LAWS

of the

ASSOCIATED STUDENTS, INCORPORATED

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA



Approved by the ASI Board of Directors on March 7, 2019

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BY-LAWS OF THE ASSOCIATED STUDENTS, INC.  
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

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**PURPOSE**

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The Associated Students, Inc. (ASI) shall serve as the primary advocate of the students of California State Polytechnic University, Pomona (Cal Poly Pomona) in order to promote and enrich the academic, cultural, social, and physical aspects of this University and of the California State University (CSU) system.

**VALUE STATEMENT**

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In an effort to provide a fully representative government, ASI shall provide equal access to opportunities for all students without regard to race, color, religious creed, national origin or ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding or related medical condition), gender, gender identity, gender expression, age, military and veteran status, and sexual orientation.

**DEFINITIONS**

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- a. **Executive Student Leader:** Any student member of the ASI Executive Board.
- b. **Student Leader:** Any elected or appointed student.
- c. **Student-at-Large:** Any member of the student body as defined by Article II and is serving in a capacity within ASI Student Government.
- d. **Advisors:** Any professional staff who serves in a non-voting advisory capacity to the ASI Board of Directors and/or committees, as well as individuals holding those positions enumerated in the By-laws.
- e. **Liaisons:** All representatives from various departments and/or organizations on campus.
- f. **Senators:** Voting members who presently occupy a seat on the ASI Board of Directors.
- g. **Duty:** Consists of the tasks assigned to ASI student leaders as enumerated in these By-laws and applicable policy documents.
- h. **Authority:** The powers granted to members of ASI student government as enumerated in these By-laws and applicable policy documents.
- i. **Business Days:** Mondays through Fridays, excluding all official holidays or campus closures.
- j. **Fiscal Year:** The accounting period that takes place between July 1 and June 30.
- k. **Academic Year:** refers to all academic terms.
- l. **Due Process:** Shall include reasonable written notice, a hearing, and at least a majority vote.
- m. **Due Cause:** Shall include non-fulfillment of duties and responsibilities and non-compliance with all applicable regulations.
- n. **Council:** The governing body of clubs and organizations within the academic colleges and at-large bodies.

**ARTICLE I – NAME AND NON-PROFIT STATUS**

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**Section I – Name.** The name of the organization under these By-laws shall be the Associated Students, Inc. (ASI), California State Polytechnic University, Pomona (Cal Poly Pomona).

**Section II – Status.** This corporation shall have all powers now or hereafter available to non-profit public benefit corporations formed pursuant to Part I of Division 2 of Title 1 of the Corporations Code of the State of California, as amended, and the Articles of Incorporation.

## **ARTICLE II – ASI MEMBERSHIP**

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**Section I – Student Body.** All enrolled students who have paid the mandated ASI student body fee, or students who meet the statutory criteria for a California State University (CSU) fee waiver, shall be guaranteed all rights and privileges afforded within the jurisdiction of ASI.

## **ARTICLE III – JURISDICTION**

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**Section I – Jurisdiction.** The jurisdiction of ASI shall extend to any and all:

- a. ASI operated facilities, programs, and associated fees;
- b. Councils, boards, sub-boards, and committees created by or for the purpose of serving ASI missions, goals, and objectives;
- c. ASI boards, sub-boards, and committees that are legislative and/or policy decision-making bodies with respect to ASI, as outlined in the California Education Code (commencing with Section 89300), by the CSU Board of Trustees, the Chancellor of the CSU, and the University President; and
- d. ASI appointed student representatives serving on University-wide and/or statewide committees.

**Section II – Term of Office.** The term of office for all student leaders and students-at-large shall begin on June 1 and end on May 31.

## **ARTICLE IV – COUNCIL BILL OF RIGHTS**

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**Section I – Self-Governance.** All councils shall establish their own by-laws, which shall not conflict with these By-laws or ASI and CSU policies.

**Section II – Senator Removal Authority.** If a council wishes to remove their seated ASI Senator, the council shall consult with the ASI Attorney General, ASI Vice President, ASI Executive Director, and ASI University Advisor before action is taken. The council may recommend the removal of its ASI Senator by a two-thirds (2/3) vote of its seated members. That recommendation will be reviewed and discussed by the ASI Board of Directors and will follow due process.

**Section III – Senatorial Vacancies.** When senatorial vacancies occur within a council, the council is responsible for electing, by a two-thirds (2/3) vote of its seated members, a representative to fill that position. The verification of eligibility through the Office of Student Life & Cultural Centers shall be established before they take office.

**Section IV – Council Dispute Resolution Responsibility.** Each council shall have a fair and equitable process for resolving disputes that members of the council may utilize.

**Section V – Council Elections.** The recognized councils are responsible for conducting their own elections. Council elections shall take place two (2) weeks after the ASI elections at the latest.

## ARTICLE V – EXECUTIVE STUDENT LEADERS

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**Section I – ASI President.** The ASI President is the Chief Executive Student Leader and the ASI student representative to the Cal Poly Pomona administration, University-wide committees, the Chancellor’s Office, the California State Student Association (CSSA), the Board of Trustees, the State of California, and the general public. The ASI President shall serve as the Chair of the ASI Cabinet and the Sports Recreation Facilities Enhancement Committee.

- a. **Authorization.** The ASI President is authorized to:
  1. Draft the ASI Student Government Policy Agenda in consultation with the ASI Executive Director and ASI Vice President within the first ninety (90) days of office, outlining the goals for the administration that fiscal year;
  2. Create executive or special committees and establish the framework for roles, composition, and functions;
  3. Appoint the members of ASI Cabinet in consultation with the ASI Executive Director or designee(s) and ASI Vice President;
  4. Develop a task list for the ASI Cabinet, outlining specific goals and objectives to be completed within their term of office;
  5. Recommend legislation to the ASI Board of Directors;
  6. Implement all measures adopted by the ASI Board of Directors;
  7. Enact a Presidential Call for Reconsideration of any measures adopted by the ASI Board of Directors with a formal written recommendation and explanation to the ASI Board of Directors within five (5) working days. A Presidential Call for Reconsideration shall be placed on the agenda at the next regularly scheduled meeting as an action item. Final approval of the measure requires a two-thirds (2/3) vote of the seated ASI Board of Directors;
  8. Call for a special meeting of the ASI Board of Directors; and
  9. Call for a special election upon receipt of an initiative, referendum, or recall petition.
- b. **Cabinet.** The ASI President shall be responsible for properly and efficiently carrying out the business of the ASI Cabinet, including scheduling of meetings, posting of agendas, and complying with these By-laws. The ASI President shall:
  1. Coordinate with the ASI Executive Director regarding periodic reports on pertinent issues and recommendations on matters under the ASI Cabinet’s jurisdiction; and
  2. Be responsible for periodically reporting to the ASI Board of Directors all actions by the ASI Cabinet.
- c. **Appointment.** The ASI President is authorized to:
  1. Appoint and hold accountable appointed student leaders.
  2. Remove any appointees to the ASI Cabinet or the ASI Executive Board with majority approval of the ASI Board of Directors;
  3. Remove any appointees to the University-wide committees or ASI committees with prior notification to the ASI Board of Directors; and
  4. Appoint student leaders to assist in the selection of Student Government employees.

**Section II – ASI Vice President.** The ASI Vice President is the second highest ranking ASI Executive Student Leader. The ASI Vice President shall serve as the Chair of the ASI Board of Directors and ASI Executive Committee, and Vice Chair of the ASI Cabinet.

- a. **Authorization.** The ASI Vice President is authorized to:
  1. Act in the place of the ASI President in the ASI President’s leave of absence, incapacity, or resignation;
  2. Assume such executive functions as may be delegated by the ASI President;
  3. Conduct a mid-year review of the ASI Board of Directors;

4. Call special meetings of the ASI Board of Directors; and
  5. Act as a liaison between the ASI Board of Directors and ASI Cabinet.
- b. **Board of Directors.** The ASI Vice President shall be responsible for properly and efficiently carrying out the business of the ASI Board of Directors, including scheduling of meetings, and complying with these By-laws. The ASI Vice President shall:
1. Coordinate with the ASI Executive Director regarding periodic reports on pertinent issues and recommendations on matters under the ASI Board of Directors' jurisdiction; and
  2. Be responsible for periodically reporting to the ASI Cabinet all actions by the ASI Board of Directors.

**Section III – ASI Senator President Pro-Tempore.** The ASI Senator President Pro-Tempore is the third highest ranking ASI Executive Student Leader and Vice Chair of the ASI Board of Directors.

- a. **Election.** The ASI Senator Pro-Tempore shall be a current ASI and shall be elected by a majority of the ASI Board of Directors.
1. Discussion regarding the ASI Senator Pro-Tempore position shall take place no later than the first ASI Board of Directors meeting of the academic year and shall continue until an ASI Senator Pro-Tempore is elected by the third ASI Board of Directors meeting of the academic year.
  2. If a vacancy occurs in the office of ASI Senator Pro-Tempore, the vacancy shall be filled by the ASI Board of Directors at the next regular meeting.

**Section IV – ASI Treasurer.** The ASI Treasurer is the fourth highest ASI Executive Student Leader and is appointed by the ASI President. The ASI Treasurer shall oversee fiscal matters for any ASI organization that requests and receives ASI funding and monitors all ASI budget matters. The ASI Treasurer shall serve as the Chair of the ASI Finance Committee.

- a. **Authorization.** The ASI Treasurer, in consultation with the ASI Executive Director or designee and University Advisor, is authorized to:
1. Monitor all ASI funds;
  2. Receive and process all budget requests;
  3. Plan and implement all ASI annual budget meetings;
  4. Draft the ASI annual budget and have final authority on all annual budget recommendation(s) to the ASI Board of Directors;
  5. Present the annual ASI budget to the ASI Board of Directors;
  6. Present the ASI Board of Directors approved budget to the ASI President and thereafter to the University Chief Fiscal Officer for approval;
  7. Collaborate with the University in search of grants and financial resources; and
  8. Assist with IRA Budgeting, as requested by the University.

**Section V – ASI Attorney General.** The ASI Attorney General is the fifth highest ranking ASI Executive Student Leader and is appointed by the ASI President. The ASI Attorney General shall serve as the Chair of the ASI Rules and Policies Committee, parliamentarian for the ASI Board of Directors and the ASI Cabinet.

- a. **Authorization.** The ASI Attorney General, in consultation with the ASI Executive Director, University Advisor, and Legal Counsel, is authorized to:
1. Review all amendments to the ASI By-laws and club organizational charters;
  2. Assign student clubs to an ASI council in coordination with the Office of Student Life & Cultural Centers;
  3. Ensure organization and entity-wide compliance with and consistent application of ASI rules, codes, policies, and the By-laws as well as applicable state and federal law;
  4. Ensure that council or club by-laws do not conflict with ASI By-laws;
  5. Prosecute for ASI all violations of ASI rules, codes, policies, and these By-laws before the ASI Board of Directors; and
  6. Take disciplinary measures with due process to ensure compliance.



## ARTICLE VI – VACANCIES

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**Section I – ASI President.** In the event of a vacancy in the office of the ASI President, the former ASI President shall be succeeded by the ASI Vice President for the unexpired term of office.

**Section II – ASI Vice President.** In the event of a vacancy in the office of the ASI Vice President, the ASI President shall fill that vacancy for the unexpired portion of the term of office by appointment of a member of the ASI with a majority ratification of the seated ASI Board of Directors. The ASI Board of Directors shall be allowed to review all applications for the position before ratifying the appointment.

**Section III – Line of Succession.** In the event of simultaneous vacancies in the offices of the ASI President and ASI Vice President, the line of succession will be: the ASI Senator Pro-Tempore, ASI Treasurer, ASI Attorney General, or until the offices are filled by a special election. In the event of no succession to the office of ASI President, in the interim, the ASI Board of Directors shall select an acting ASI President who shall meet eligibility requirements.

## ARTICLE VII – ASI CABINET

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**Section I – Composition.** The ASI Cabinet shall consist of the following student leaders: the ASI President, ASI Vice President, ASI Senator President Pro-Tempore, ASI Attorney General, ASI Treasurer, ASI Secretary of External Affairs, ASI Secretary of Internal Affairs, ASI Secretary of Programs and Services, ASI Secretary of Sustainability, and appointed Officer Positions. The ASI Executive Director or designee(s) and University Advisor or designee(s) shall serve as non-voting members.

**Section II – Function.** The ASI Cabinet shall advise and make recommendations to the ASI President on issues pertinent to students, within its designated role. ASI Cabinet members shall assist the ASI President and execute the goals and objectives of ASI, as delegated to them by the ASI President and the ASI Vice President.

**Section III – Authority.** ASI Cabinet members shall have other duties and powers as may be permitted by these Bylaws and the Articles of Incorporation, subject to the California Education Code and California Corporation Code. These shall be prescribed through ASI Board of Directors legislation and executed by the ASI President and ASI Executive Director, as appropriate.

**Section IV – ASI Secretary of External Affairs.** The ASI Secretary of External Affairs is the ASI Student Government’s organizer for political activity. The ASI Secretary of External Affairs shall serve as the Chair of the ASI Governmental Affairs Committee and as the primary liaison to the University Office of Governmental and External Affairs.

**Section V – ASI Secretary of Internal Affairs.** The ASI Secretary of Internal Affairs is the ASI Student Government’s organizer for issues affecting students on campus and assists the ASI President for matters pertaining to the ASI Cabinet. The ASI Secretary of Internal Affairs shall serve as Chair of the ASI Inter-Council Committee and as the primary liaison to the Office of Student Life and Cultural Centers.

**Section VI – ASI Secretary of Programs and Services.** The ASI Secretary of Programs and Services shall serve as the primary liaison to any ASI Department and any University Committees for all student events. The ASI Secretary of Programs and Services shall assist upon request all ASI Board of Directors and ASI Cabinet events. The ASI Secretary of Programs and Services shall serve as the Chair of the ASI Facilities and Operations Committee

**Section VII – ASI Secretary of Sustainability.** The ASI Secretary of Sustainability is ASI Student Government’s organizer for holistic sustainable practices. The ASI Secretary of Sustainability shall serve as the Chair to the ASI Sustainability Committee and as the primary liaison for campus sustainability efforts.

## **ARTICLE VIII – ASI BOARD OF DIRECTORS**

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**Section I – Composition.** Voting members of the ASI Board of Directors shall consist of eight (8) elected academic Senators (one (1) from each University recognized college), four (4) elected Senators representing each of the at-large councils (Greek Council, Inter-Hall Council, Multi-Cultural Council, and Student Interest Council), the ASI President, and the ASI Vice President as the Chair.

**Section II – Advisors.** The Vice President for Student Affairs or designee(s) and ASI Executive Director or designee(s) shall serve as the primary advisors to the ASI Board of Directors. The advisors shall attend all ASI Board of Directors, ASI Cabinet, and standing or special committee meetings. The Vice President for Student Affairs shall advise the abovementioned bodies in matters regarding ASI policy, University policy, California state law, and other areas pertinent to ASI Student Government. The advisor shall also advise on matters of parliamentary procedures upon request of the ASI Attorney General. The ASI Executive Director shall advise on fiscal policy and corporate matters.

**Section III – ASI Board of Directors Liaisons.** The ASI Attorney General, ASI Treasurer, and a representative from Bronco Athletics, Academic Senate, Staff Council, and the Alumni Association shall serve as representatives of the campus community and are non-voting liaisons to the ASI Board of Directors. The campus representatives shall report to the ASI Board of Directors on programs, feedback, and issues relating to their organization and share matters taken up by the ASI Board of Directors with their constituents. These campus representatives shall be designated in writing by the organization and approved by their supervisor, as applicable.

**Section IV – Authority.** The legislative authority of ASI shall be vested in the ASI Board of Directors. The ASI Board of Directors shall be authorized to determine general policies of ASI. It shall have the power to, but is not limited to:

- a. Shall have voting rights on the Executive Boards of their councils;
- b. Create executive or special committees and establish the framework for roles, composition, and functions;
- c. Call for a special election upon receipt of an initiative, referendum, or recall petition.
- d. Create and pass rules, regulations, and policies consistent with these By-laws, the Articles of Incorporation, University policy, CSU policy, and state and federal law;
- e. Confirm, with a majority vote, the appointments made by the ASI President for the ASI Cabinet and ASI Executive Board;
- f. Approve the ASI annual budgets;
- g. Delegate the administration of student government activities and affairs of the ASI to the ASI President and other executive student leaders;
- h. Delegate the management and administration of the ASI corporation to the ASI Executive Director, provided that such activities and affairs remain under the ultimate policy direction of the ASI Board of Directors;
- i. Provide fiscal oversight and make appropriate decisions to protect ASI’s financial interests; and
- j. Remove any member of the ASI Cabinet or ASI Executive Board for due cause with a majority vote and the ASI President’s written recommendation. Without the ASI President’s written recommendation, removal is by two-thirds (2/3) vote of the ASI Board of Directors.

**Section V – Removal Authority.**

- a. No ASI student leader shall be removed from office without due process.

- b. The ASI Board of Directors may remove any member of the ASI Cabinet or ASI Executive Board for due cause with a majority vote and the ASI President’s written recommendation. Without the ASI President’s written recommendation, removal is by two-thirds (2/3) vote of the ASI Board of Directors; and
- c. The ASI Board of Directors may remove an individual ASI Senator by a two-thirds (2/3) vote either upon receiving a recommendation by that Senator’s council or by recommendation by the ASI Vice President.
- d. The ASI Board of Director may remove the ASI Senator Pro-Tempore for due cause with a two-thirds (2/3) vote during a regularly scheduled ASI Board of Director meeting. The ASI Board of Director shall follow due process as enumerated in applicable ASI policy.
- e. The ASI Board of Directors may remove a seated ASI Senator for due cause with a two-thirds (2/3) vote during a regularly scheduled ASI Board of Directors meeting. The ASI Board of Directors shall follow due process as enumerated in applicable ASI policy.

**Section VI – Meetings.** Regular meetings of the ASI Board of Directors shall be held at least every other week of the academic year and as needed, excluding holidays. Any regular meeting may be cancelled by two-thirds (2/3) vote of the ASI Board of Directors. Special meetings shall be called at the will of the ASI President, ASI Vice President, or by a petition of a majority of the ASI Board of Directors. Notice of special meetings shall be posted and presented to each ASI Board of Directors member, in accordance with the current California Open Meeting Law.

- a. Meetings of the ASI Board of Directors shall be open and all persons are permitted to attend unless an Executive Session is in progress. All persons shall be guaranteed the right of speaking before the ASI Board of Directors, subject to its procedural rules.
- b. The ASI Board of Directors shall provide for its rules and procedures consistent with these By-laws.
- c. Executive Session shall be closed.
  - 1. The ASI Executive Board, University Advisor, and ASI Executive Director are invited to participate in Executive Session.
  - 2. The Chair has the authority to invite guests to Executive Session, as necessary.

**Section VII – Interim Management.** This ASI Executive Committee shall handle the interim policy-making decisions that are time-sensitive when the ASI Board of Directors is unable to meet and have quorum. The ASI Board of Directors shall be informed about the ASI Executive Committee’s decision at the next scheduled ASI Board of Directors meeting. A majority vote is required to take action on policies.

- a. **Composition.** The ASI Executive Committee is composed of the ASI Vice President as Chair, ASI President, and a minimum of three (3) elected ASI Senators, as voting members. In addition, the University Advisor and ASI Executive Director shall serve as advisors to the ASI Executive Committee.
- b. **Compliance.** The ASI Executive Committee shall be within the parameters permitted by the California Nonprofit Corporation Code.

## **ARTICLE IX – DUTIES OF ASI STUDENT LEADERS**

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**Section I – Duties of ASI Senators.** ASI Senators shall act as a body in carrying out routine corporate business and assume responsibility for all policy-making decisions for all ASI student and corporate matters. The general areas of responsibility of the ASI Board of Directors include the following:

- a. Authorization for all policy decisions;
- b. Right to prior notification before the hiring of an ASI Executives; and
- c. Authorization for major financial and legal decisions.
- d. ASI Senators shall attend, in accordance with these By-laws and established policy, all meetings of the council or committee to which the ASI Senator is elected unless an excused absence precludes attendance.

- e. On a vote in which a consensus is not achieved, each ASI Senator's vote shall be entered the minutes. Each ASI Senator has the right to submit an explanation of the ASI Senator's vote in writing to the chair for the purpose of supplementing the minutes

**Section II – Duty to Attend Meetings and Mandatory Training.** All student leaders shall attend their designated ASI meetings unless an excused absence, as determined by the Chair, precludes attendance. All training workshops and retreats are mandatory for all student leaders to attend.

## **ARTICLE X – ORGANIZATION OF ASI BOARD STANDING COMMITTEES**

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**Section I – Committees and their Legislative Jurisdictions.** The ASI Board of Directors shall have the authority to establish and disband ASI standing committees and to define their jurisdiction and function. The following standing committees shall conduct ASI functions within their committee codes:

- a. Rules and Policies Committee
- b. Finance Committee
- c. Facilities and Operations Committee
- d. Governmental Affairs Committee
- e. Sustainability Committee
- f. Audit Committee
- g. Human Resources Committee

## **ARTICLE XI – OVERSIGHT RESPONSIBILITY OF ASI BOARD STANDING COMMITTEES**

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**Section I – Rules and Policies Committee.** The Rules and Polices Committee shall be tasked with reviewing and recommending all rules, policies, and resolutions that govern ASI to the ASI Board of Directors.

**Section II – Finance Committee.** The Finance Committee shall have fiscal oversight and budget hearing functions and shall recommended upon all financial policies and ASI budget requests. The Finance Committee shall review all ASI mid-year budget and recommend ASI mid-year budget requests to the ASI Board of Directors meeting the qualification set forth by the ASI Finance Committee Code. The Finance Committee and Facilities and Operations Committee shall jointly review and recommend the ASI annual budget to the ASI Board of Directors.

**Section III – Facilities and Operations Committee.** The Facilities and Operations Committee shall formulate all policies regarding the operational use, oversight, and operation of all ASI facilities. The Facilities and Operations Committee shall develop programs and services and provide a channel for student ideas in the administration of facilities and operations. The Facilities and Operations Committee and Finance Committee shall jointly review and recommend the ASI annual budget to the ASI Board of Directors.

**Section IV – Governmental Affairs Committee.** The Governmental Affairs Committee shall be tasked with the governmental relation needs of ASI including, but not limited to, coordinating educational advocacy efforts within the local, state, and federal levels of government, the research of legislation and policy affecting the students of Cal Poly Pomona, the development of appropriate action plans or policy positions, campus advocacy programs, and collaborations with any other entities focused on community relations.

**Section V - Sustainability Committee.** The Sustainability Committee shall organize programs to raise campus awareness about sustainability and basic needs. The Sustainability Committee shall collaborate with the University and local community resources to support student organizations to develop and implement basic needs and sustainable projects.

**Section VI - Audit Committee.** The Audit Committee, which is a recommending body to the ASI Board of Directors, shall act on the retention and termination of independent auditors, negotiation, and setting of independent auditors, and review and accept audited financial reports.

- a. **Composition.** The Audit Committee shall be appointed by the ASI Board of Directors from among the members of the ASI Board of Directors or others who are not members of the ASI Board of Directors. The Chair of the Audit Committee shall not be a member of the Finance Committee and members may not include employees of ASI.

**Section VII – Human Resources Committee.** The Human Resources Committee shall review and recommend changes or additions to ASI personnel policies to the ASI Board of Directors.

## **ARTICLE XII – OPEN MEETING LAW**

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**Section I – Open Meeting Law.** For all purposes, the Gloria Romero Open Meetings Act or if replaced, its successor act, shall be the controlling law and shall take precedence over any other ASI Student Government public meeting policy.

## **ARTICLE XIII – QUORUM**

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**Section I – Quorum.** A quorum in the ASI Board of Directors, ASI Cabinet, or any of its sub-entities, which shall consist of a majority of the seated voting members, is required in order to take action.

## **ARTICLE XIV – ELECTIONS**

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**Section I – Regular Elections.** The regular ASI Elections shall be held annually in the final academic term.

- a. **ASI Presidential/ASI Vice Presidential Ticket.** A candidate for the office of ASI President and a candidate for the office of ASI Vice President shall compose a ticket and shall run together on that ticket.
- b. **Representative to the ASI Board of Directors:** Candidates for college ASI Senators shall be elected only by the eligible voters in the college the candidate represents. Each college ASI Senator shall be a member of that college while seeking that office and during the ASI Senator’s term of office. In addition, there shall be four (4) at-large ASI Senators to be elected by the student body. Each at-large ASI Senator seeking office shall declare the council the student is running for. Four (4) at-large ASI Senators shall be designated for the following councils: Multi-Cultural Council; Greek Council; Inter-Hall Council and Student Interest Council. No student may appear on the written ballot, or accept election, for more than one (1) office.
- c. A majority vote is necessary to elect a candidate to office in an ASI General Election. In the event of a tie vote in ASI General Elections, a run-off election shall be held.

**Section II – Election Committee.** The Election Committee shall be responsible for conducting all elections and determining election rules.

- a. The rules of the Election Committee are subject to review by the ASI Attorney General and approved by the ASI Board of Directors and shall be consistent with these By-laws.
- b. The Election Committee shall post a list of all candidates who meet qualifications as required in the Election Candidate Code.
- c. The Election Committee Advisor(s) or designee(s) shall determine candidate eligibility according to CSU, University, and ASI requirements.

- d. The ASI Election Chair shall be appointed by the ASI President subject to approval by a majority vote of the ASI Board of Directors.
- e. The ASI Election Chair and the Election Committee shall give periodic progress reports to the ASI Cabinet.

## **ARTICLE XV – BILL, RESOLUTION, INITIATIVE, REFERENDUM, RECALL**

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**Section I – Bill.** A bill is a legislative proposal offered for its enactment. It shall not conflict with current state and/or federal law, ASI By-laws, or University policy, and shall be binding upon any activity under the jurisdiction of the ASI. An affirmative majority vote of the ASI Board of Directors is required for passage.

**Section II – Resolution.** A resolution is a formal expression of an opinion by the ASI. An affirmative majority vote of the ASI Board of Directors is required for passage.

**Section III – Initiative.** An initiative is a process by which members of the student body can propose a measure that shall be considered for a vote. In order for an initiative to be submitted to the student body, a petition signed by thirty (30) percent of the number of voters in the most recent ASI regular election must be presented to the ASI President, the University Advisor(s), and the ASI Executive Director. An initiative election shall be held within fifteen (15) working days after the presentation of the petition, or on a later date if agreed upon by those presenting said petition and the ASI President. The election shall be conducted in the same manner as a regular election and shall be in compliance with applicable CSU and Cal Poly Pomona policies. An affirmative two-thirds (2/3) of the ASI members voting in such an election shall be necessary for the passage of an initiative measure.

**Section IV – Referendum.** A referendum is a process by which the student body votes on proposed ASI legislative action. A referendum measure shall be submitted to the student body after a two-thirds (2/3) approval vote by the seated ASI Board of Directors. Said action shall be submitted to a vote of the members of the ASI and shall not take effect until an election is held and the vote certified. A referendum election shall be held within thirty (30) working days after the ASI Board of Directors vote, or on a later date if agreed upon by those presenting said measure and the ASI President. The election shall be conducted in the same manner as a regular election and shall be in compliance with applicable CSU and Cal Poly Pomona policies. An affirmative two-thirds (2/3) of the students voting in such an election shall be necessary for the passage of a referendum measure.

**Section V – Recall.** Any student leader may be subject to a recall in one of three ways.

- a. Upon presentation to the ASI President and University Advisor of a petition signed by thirty (30) percent of the number of voters of the elected student leader’s constituency in the previous ASI regular election (shall include name and Bronco ID number). Said petition shall contain a specific statement of reasons for removal. A recall petition shall be referred to a vote of the ASI Board of Directors within fifteen (15) working days after the petition has been presented and signatures have been verified by the ASI Attorney General, in consultation with the University Advisor.
- b. Any student leader, with the exception of elected ASI Senators, may be subject to a recall by a two-thirds (2/3) vote of the entire ASI Board of Directors. A statement of reasons for removal shall be provided prior to the vote of the ASI Board of Directors and be reflected in the minutes.

**Section VI – Funding.** Sufficient funds shall be allocated by the ASI as necessary to provide for initiative, referendum, or recall election(s).

## **ARTICLE XVI – AMENDMENTS**

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**Section I – Petition.** Any amendment(s) to these By-laws shall be proposed in writing by a petition signed by thirty (30) percent of the number of those voting in the previous ASI regular election and presented to the ASI President, or by a two-thirds (2/3) vote approving such an amendment(s) by the ASI Board of Directors.

**Section II – Distribution.** Any proposed amendment(s) to these By-laws shall be disseminated to the student body via electronic mail, printed publications, published on the ASI website, and/or through any electronic means no less than thirty (30) calendar days prior to the election and shall be posted at the election polls, as well as reported to appropriate entities.

**Section III – Vote.** Any amendment(s) to these By-laws shall be made official by two-thirds (2/3) vote in favor of such amendments by those voting in a special or regular election held within eight (8) weeks of the date of the presentation of the amendment to the ASI President, or of the date of approval by the ASI Board of Directors.

**Section IV – Effective Date.** Any amendment(s) to these By-laws shall become effective immediately upon ratification, or at a date specified in the amendment, following approval by the University President.

**Section V – Non-substantive Change.** Any non-substantive changes to these By-laws, such as title changes and grammatical corrections, may be made with a two-thirds (2/3) vote of the seated ASI Board of Directors, and final approval of the University President.

#### **ARTICLE XVII – RATIFICATION**

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These By-laws shall become effective upon approval of the University President and shall remain effective until amended according to procedures prescribed herein.

The ASI Board of Directors approved these By-laws on Thursday, March 7, 2019.

Approved by Jenny Greenberg, ASI President, California State Polytechnic University, Pomona.

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**Jenny Greenberg**  
ASI President

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Date

Approved by Dr. Soraya M. Coley, University President, California State Polytechnic University, Pomona.

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**Dr. Soraya M. Coley**  
University President

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Date