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Owner James Rocker:  
Associate Director - Student Government & Club Ser  
Department ASI Board Documents

## ASI Board of Directors Code, 2023-2024

### ARTICLE I - PREAMBLE

- A. **Purpose.** The ASI Board of Directors is the official voice of Cal Poly Pomona students. The ASI Board of Directors shall serve as the Board of Directors and legislative body for Associated Students Inc. Decisions made by the body are to be shared with the University administration, student body, and other as deemed appropriate.
- B. **Authorization.** Article XIV, Section IV of the ASI Bylaws authorize the ASI Board of Directors to have all of the powers and responsibilities of a California nonprofit's board of directors.
- C. **Compliance.** All actions taken by the ASI Board of Directors and material in this Committee Code must comply with the ASI Articles of Incorporation and Bylaws; CSU and University Policies; the California Education Code; and the California Nonprofit Corporation's Code.

### ARTICLE II - COMPOSITION

**Section I - Composition.** The ASI Board of Directors shall be composed of the following:

a. **Voting Members:**

1. ASI Vice President, who shall serve as Chair
2. ASI President
3. ASI Senator, Don B. Huntley College of Agriculture
4. ASI Senator, College of Business Administration
5. ASI Senator, College of Education and Integrative Studies
6. ASI Senator, College of Letters, Arts, and Social Sciences
7. ASI Senator, Collins College of Hospitality Management

8. ASI Senator, College of Environmental Design
9. ASI Senator, College of Engineering
10. ASI Senator, College of Science
11. ASI Senator, Greek Council
12. ASI Senator, Inter-Hall Council
13. ASI Senator, Multi-Cultural Council
14. ASI Senator, Student Interest Council

**b. Advisors (Non-Voting):**

1. Vice President for Student Affairs, or designee
2. ASI Executive Director, or designee

**c. Liaisons (Non-Voting):**

1. ASI Attorney General
2. ASI Treasurer
3. Associate Director for Student Government, or designee
4. Academic Senate Representative
5. Three (3) additional campus representatives designated by the ASI Vice President in consultation with the ASI President, ASI Executive Director, and ASI Associate Director for Student Government. These three (3) additional representatives shall be voted on by the Board of Directors by a two-thirds (2/3) vote within the first four regularly scheduled Board of Directors meetings of the academic year as reasonably able.

**Section II - Chair.** The ASI Vice President shall serve as the Chair of the ASI Board of Directors.

**Section III - Vice Chair.** The ASI President Senator Pro-Tempore (ASI Senator Pro-Tempore) shall serve as the Vice Chair of the ASI Board of Directors.

## ARTICLE III - MEETING CONTENT

**Section I - Agenda Items.** Agenda items intended for the ASI Board of Directors shall be submitted to the ASI Vice President by 5:00 PM PST, on the Thursday before a regularly scheduled ASI Board of Directors meeting.

- a. Appropriate attachments for submitted agenda items are due at the same time
- b. When submitting an item for consideration for inclusion on the agenda, please include the following:
  - a. Item of business (i.e. action, discussion, information, etc.)
  - b. Whether the item is for Open Session or Executive Session
  - c. Speaker/Presenter for the item
  - d. Appropriate handouts/requirements

- e. Amount of time requested to be allocated for the item
- c. Action items may be added to the agenda if the item:
  - a. Has been discussed at a previous Senate meeting as a discussion item, or
  - b. Is related to action taken by an ASI committee, or
  - c. Is an officer confirmation, or
  - d. Is the election of Senators to a committee, or
  - e. Is allowed by the California Open Meeting Law.
- d. The ASI Board of Directors agenda shall be posted in accordance with the California State Open Meeting Law.

## Section II - Preliminaries.

- a. **Call to Order:** The chair shall call the meeting to order when the body is ready to convene and transact business.
- b. **Quorum Check:** Pursuant to ASI Bylaws, quorum is established when a majority of seated voting members are present.
- c. **Agenda Changes:** Changes to the agenda shall be discussed with the chair prior to the start of the meeting. Items may be removed from the agenda. Changes to the agenda shall comply with what is permitted by section 89305.5, Section (c) of the Gloria Romero Open Meetings Act.
- d. **Approval of Minutes:** Minutes are to be included in the meeting packets for every member of the ASI Board of Directors. If there are no corrections to the minutes, the chair states that the minutes are approved. If there is a dispute, a debate and vote are held until the minutes are ready for approval.
- e. **Financial Status:** The ASI Treasurer shall provide an update on the financial status of the organization.
- f. **Introduction of Guests:** The chair shall call on guests of the ASI Board of Directors to introduce themselves to the body.
- g. **Reports:** All members of the ASI Board of Directors shall have the opportunity to provide an update on the activity of the body they represent. This report can also include relevant meetings, ongoing projects, new projects, and activities of the councils.
- h. **Open Forum:** Every regularly scheduled ASI Board of Directors meeting shall include an opportunity for Open Forum, where members of the public can address the ASI Board of Directors with any concern affecting ASI, Cal Poly Pomona, the California State University system, and or other issues affecting students in higher education.
- i. **Special Presentations:** In the case of a special presentation, information on the title of the presentation and presenter will be included on the ASI Board of Directors agenda. Special presentations can be time-specific in which case they would be listed under preliminaries, but begin at their designated time. Those seeking to present to the ASI Board of Directors shall contact the chair directly, or another member of the ASI Board of Directors, who shall then make a request to the chair for the presentation to be included on an agenda.

**Section III - Action Items.** Action items are those that shall be considered for a vote by the ASI Board of Directors.

**Section IV - Discussion Items.** Discussion items are those that require discussion by the ASI Board of Directors and are intended to be voted upon at a later meeting.

**Section V - Information Items.** Information items are those that are intended to provide an update to the ASI Board of Directors.

**Section VI - Adjournment.** The chair shall adjourn the meeting when all scheduled items have been visited by the ASI Board of Directors.

## ARTICLE IV - MEETINGS

**Section I - Open Meetings.** All meetings of the ASI Board of Directors shall be open to the public. At least 72 hours prior to the meeting, an agenda shall be posted that includes the items to be discussed at the meeting, including those to be discussed during executive session. The agenda shall include the date, time, and location of the meeting, and shall be posted in a location that is accessible to members of the public.

**Section II - Special Meetings.** Special meetings of the ASI Board of Directors shall be notified to the members of the ASI Board of Directors, and to the public at least 24 hours prior to the meeting. Special meetings can be convened by the members listed in Section 89306.5 (a) of the Gloria Romero Open Meetings act, and include the:

- a. ASI President, in consultation with the ASI Vice President
- b. ASI Vice President
- c. ASI Executive Director, in consultation with the ASI Vice President
- d. Majority of ASI Senators, in consultation with the ASI Vice President

**Section III - Closed Session.** Closed sessions of the ASI Board of Directors are closed to the public and are only permitted for limited purposes (as detailed in California Education Code Section 89307). The ASI Board of Directors shall publicly report any action taken in closed session and the vote or abstention of every member present at the meeting during which the closed session is held. The ASI Board of Directors and ASI Standing Committees may hold closed sessions to:

- a. Receive advice from legal counsel; to employ, evaluate, or dismiss an employee; or to hear complaints or charges brought against an employee, unless the employee requests a public hearing.
- b. Discuss salaries, salary schedules, or compensation paid in the form of fringe benefits. However, prior to the closed session, the ASI Board of Directors shall hold open and public session in which it identifies its designated representatives. Closed sessions shall not include final action on proposed compensation of one or more employees.
- c. Consider the appointment, employment, evaluation, discipline, or dismissal of an ASI employee.
- d. Discuss investments if the ASI Board of Directors determines a public discussion could have a

negative impact on the ASI's financial situation, but the ASI Board of Directors shall not take action on such financial investments in closed session. ASI Board of Directors shall disclose, in an open meeting, the item or items to be discussed in closed session. In closed session, the ASI Board of Directors may consider only those matters covered in this statement.

- e. For other purposes as enumerated in California Education Code Section 89307.

## ARTICLE V - ASI SENATORS

**Section I - Role of ASI Senators.** ASI Senators shall serve as representatives for the concerns of students from their respective colleges and councils. They are responsible for sharing college-specific and university-wide concerns with their constituents. The ASI Board of Directors is charged with the legislative authority of the organization.

**Section II - Required Duties.** Each ASI Senator shall make every effort to adhere to the following duties:

- a. Duty of care, loyalty, and obedience as defined in the California Nonprofit Corporations' Code
- b. Attendance at all ASI Board of Directors meetings and trainings
- c. Serving a minimum of four (4) office hours per week
- d. Voting at meetings of the ASI Board of Directors, and those ASI Committees to which they are elected. Voting rights are non-transferable
- e. Attendance at meetings of the Academic or At-Large council they represent, providing reports to the council regarding the activities of ASI
  - i. Senators shall have voting rights on the Executive Boards of their councils
- f. Appointed or elected membership to three (3) ASI and/or University-wide committees
- g. Participation in a mid-year review conducted by the ASI Vice President
- h. Hosting one (1) event per academic year with constituents
- i. Working on one (1) task per academic year
- j. Meeting with their advisor, once per academic term
  - i. College Senators shall meet with their college's Dean
  - ii. Senators At-Large shall meet with the following:
    - i. Inter-Hall Council: Director of Housing
    - ii. Multi-Cultural Council: Senior Coordinator for the Cultural Centers
    - iii. Student Interest Council: Director of OSLCC
    - iv. Greek: Greek Life Coordinator

**Section III - Recommended Duties.** Each ASI Senator shall consider the following recommended duties:

- a. Additional attendance at two (2) ASI events per academic term

**Section IV - ASI Senator Pro-Tempore.** The ASI ASI Senator Pro-Tempore is the ranking member of the ASI Board of Directors that is elected by a majority of the ASI Board of Directors. They shall assist each individual senator in coordinating one task per year. The ASI Senator Pro-Tempore serves on various ASI

Committees, including Rules and Policies, Finance, Facilities and Operations, and Basic Needs.

## ARTICLE VI - VOTING PROCEDURES

**Section I - Election of the ASI Senator Pro-Tempore.** The ASI Senator Pro-Tempore shall be an ASI Senator within the ASI Board of Directors and shall be elected by a majority of the ASI Board of Directors. Election of the ASI Senator Pro-Tempore shall follow the guidelines set forth in the ASI Bylaws.

**Section II - Nomination and Election to ASI Committees.** ASI Senators shall be elected to ASI Standing committees, as deemed appropriate by each committee's code. Each voting member shall include in their vote the maximum number of senator positions available to serve on the committee in their vote. Elections to committees shall be determined by a plurality vote.

**Section III - Confirmation by the ASI Board of Directors.** The ASI Board of Directors shall confirm by a majority vote all appointments that receive an ASI Scholarship.

- a. The ASI President shall recommend appointments to the ASI Cabinet.
- b. The ASI President, in consultation with the ASI Senator Pro-Tempore, shall recommend appointments to the ASI Facilities and Operations Committee.
- c. The ASI President, in consultation with the ASI Secretary of External Affairs, shall recommend appointments to the ASI Governmental Affairs Committee.
- d. The ASI President, in consultation with the ASI Secretary of Basic Needs, shall recommend appointments to the ASI Basic Needs Committee.
- e. The ASI President, in consultation with the ASI Elections Chair, shall recommend appointments to the ASI Election Committee.

## ARTICLE VII - AMENDMENTS

Any amendments to this Committee Code shall be reviewed by the ASI Rules and Policies Committee and approved by the ASI Board of Directors with a two-thirds (2/3) vote.

### Supersedes

SB 2017-2018:13 – Senate Code

SB 2015-2016:03 – Guidelines for Submitting Agenda Items to ASI Senate/Cabinet

SB 2012-2013:07 – Rules of the ASI Senate


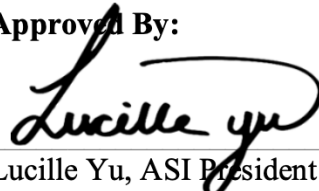
SB 2009-2010:01 – Rules of the ASI Senate (Revised)

SB 2008-2009:02 – Rules of the ASI Senate

SB 2005-2006:01 – Guidelines for Submitting Agenda Items to ASI Senate/Cabinet

SB 1989-1990:02 – Revised Senate Rules

# Approval

<b>APPROVAL</b>	
<b>ASI Board of Directors Approval Date:</b> <u>May 6, 2021</u>	
<b>Verified By:</b>	
 Matthew Jacobson, ASI Attorney General	<u>05/06/2021</u> Date
<b>Approved By:</b>	
 Lucille Yu, ASI President	<u>05/06/2021</u> Date

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## Attachments

[SB 2020-2021.01 - Certification Form.pdf](#)

## Approval Signatures

Step Description	Approver	Date
The Policy Owner Presents To The ASI Board of Directors For Discussion and Action	Amary Corona	Pending
The Policy Owner Presents To The ASI Board of Directors For Discussion and Action	Ilke Suzer	Oct 28, 2023
The Policy Owner Presents Changes To The ASI Rules and Policies Committee For Discussion and Action	Amary Corona	Oct 27, 2023
The Policy Owner Reviews An Existing Policy Based On The Next Review Date	Amary Corona	Oct 27, 2023