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Bylaws of the Associated Students, Inc.

PURPOSE

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

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 ability, mental ability, 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

- A. **Academic year:** All academic terms.
- B. **Amendment:** Substantive changes to governing documents.
- C. **ASI Academic Senator:** A representative of each of the eight University recognized colleges.
- D. **ASI Action Plan:** Annual plan for the corporation, approved by the Board of Directors
- E. **ASI Advisor:** A professional ASI staff member 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 Bylaws.
- F. **ASI Senator-At-Large:** A representative of special interest groups or councils
- G. **Authority:** The powers granted to members of ASI Board of Directors and their appointees as

enumerated in these Bylaws and applicable policy documents.

- H. **Business days:** Mondays through Fridays, excluding all official holidays or campus closures.
- I. **Council:** See Article 7.
- J. **Due cause:** Includes non-fulfillment of duties, responsibilities, or compliance with all applicable regulations.
- K. **Due process:** Includes reasonable written notice, a hearing, and at least a majority vote.
- L. **Duty:** The tasks assigned to ASI student leaders as enumerated in these Bylaws and applicable policy documents.
- M. **Executive Session:** A closed Board of Directors meeting, as defined in Article 6.5.B
- N. **Executive Student Leader:** Any student member of the ASI Executive Board, as defined in Article 4.
- O. **Fiscal year:** The accounting period that takes place between July 1 and June 30.
- P. **General Elections:** General Election is defined as a regularly scheduled election for all ASI elected positions (President, Vice President, and Senators), as well as amendments to ASI Bylaws, initiatives, and referenda that may be on the ballot held during a regularly scheduled time.
- Q. **Liaison:** A representative from various departments and/or organizations on campus.
- R. **Rules:** A set of instructions or statements of guidance that includes limits or parameters.
- S. **Student-at-Large:** Any member of the student body as defined by Article 2 and serves as an ASI Student Leader.
- T. **Student Leader:** Any elected or appointed student.
- U. **University Advisor:** A professional university staff member 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 Bylaws.

ARTICLE 1 - NAME AND NON-PROFIT STATUS

Section 1 - Name. The name of the organization under these Bylaws shall be the Associated Students, Inc. (ASI), California State Polytechnic University, Pomona (Cal Poly Pomona).

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

ARTICLE 2 - ASI STUDENT BODY

Section 1 - Student Body. All enrolled students who have paid the mandatory 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 these bylaws.

ARTICLE 3 - JURISDICTION

Section 1 - 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 Leaders serving on University-wide and/or statewide committees.

Section 2 - 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 4 - ASI EXECUTIVE BOARD

Section 1 - Composition. The ASI Executive Board shall include:

- A. ASI President
- B. ASI Vice President
- C. ASI Senator President Pro-Tempore
- D. ASI Attorney General
- E. ASI Treasurer

Section 2 - 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 ASI Human Resources Committee.

- A. **Authorization.** The ASI President is authorized to:
 - 1. Draft the ASI Action Plan in consultation with ASI staff and ASI Student Leaders within the first ninety (90) days of office, outlining the goals for the administration that fiscal year;
 - 2. Create ASI ad hoc 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 the ASI Vice President;
 - 4. Determine Officer positions and their respective scope of responsibilities prior to their appointment;
 - 5. Develop a task list for the ASI Cabinet, outlining specific goals and objectives to be completed within their term of office;

6. Recommend legislation to the ASI Board of Directors;
7. Implement all measures adopted by the ASI Board of Directors;
8. 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;
9. Call for a special meeting of the ASI Board of Directors in consultation with the ASI Vice President;
10. Call for a special election upon receipt of an initiative, ASI referendum, or recall petition.
11. Appoint and hold accountable appointed ASI Student Leaders to University-wide and ASI committees.
12. Remove any appointees to the ASI Cabinet with majority approval of the ASI Board of Directors.

B. Additional Responsibilities. 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 Bylaws. 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.

Section 3 - 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, ASI Executive Committee, and ASI Inter-Council 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 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. Additional Responsibilities. 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 Bylaws. 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 4 - ASI Senator President Pro-Tempore. The ASI Senator President Pro-Tempore is the third highest ranking ASI Executive Student Leader and is Chair of the Facilities and Operations Committee, Vice Chair of the ASI Board of Directors, Vice Chair of the Rules and Policies Committee, Vice Chair of the Finance Committee, and Vice Chair of the Joint Budget Committee.

A. **Authorization.** The ASI Senator President Pro-Tempore is authorized to:

1. Act in the place of the ASI President and ASI Vice President in both their leaves of absence, incapacity, or resignation;
2. Act as a liaison between the ASI Senators of the ASI Board of Directors and ASI Cabinet.

B. **Election.** The ASI Senator President Pro-Tempore shall be a current ASI Senator and shall be elected by a majority of the ASI Board of Directors.

1. Discussion regarding the ASI Senator President 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 President 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 President Pro-Tempore, the vacancy shall be filled by the ASI Board of Directors at the next regular meeting.

Section 5 - ASI Attorney General. The ASI Attorney General is the fourth 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, and parliamentarian for the ASI Board of Directors and the ASI Cabinet.

A. **Authorization.** The ASI Attorney General is authorized to:

1. Review all amendments to the ASI Bylaws 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 policies, codes, and these Bylaws as well as applicable state and federal laws and regulations;
4. Ensure that council or club Bylaws do not conflict with ASI Bylaws;
5. Take disciplinary measures with due process to ensure compliance;
6. Prosecute for ASI all violations of ASI policies, codes, and these Bylaws before the ASI Board of Directors; and
7. Directly consult with Legal Counsel.

Section 6 - ASI Treasurer. The ASI Treasurer is the fifth 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 Finance Committee and Chair of the Joint Budget Committee.

- A. **Authorization.** The ASI Treasurer, in consultation with the ASI Executive Director or designee, 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 Instructionally Related Activities budgeting, as requested by the University.

Section 7 - Vacancies.

- A. **Vacancy of the 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.
- B. **Vacancy of the 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 Student Leader 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.
- C. **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 President Pro-Tempore, ASI Attorney General, ASI Treasurer, 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 5 - ASI CABINET

Section 1 - Composition. The ASI Cabinet shall consist of the following Student Leaders:

- A. **ASI President.** See Article 4.2
- B. **ASI Vice President.** See Article 4.3
- C. **ASI Senator President Pro-Tempore.** See Article 4.4
- D. **ASI Attorney General.** See Article 4.5
- E. **ASI Treasurer.** See Article 4.6
- F. **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.

- G. **ASI Secretary of Basic Needs.** The ASI Secretary of Basic Needs is ASI Student Government's primary liaison for the development and implementation of basic needs initiatives for the current population. The ASI Secretary of Basic Needs shall serve as the Chair to the ASI Basic Needs Committee and as the primary liaison to the Cal Poly Pomona Integrated Care Network.
- H. **Officers.** Officer positions are to be determined and appointed by the ASI President based on the current need of the administration.

Section 2 - 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 3 - Authority. ASI Cabinet shall have duties and powers external to those outlined in Article 5.2 as 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.

ARTICLE 6 - ASI BOARD OF DIRECTORS

Section 1 - Composition. The ASI Vice President shall serve as Chair. The ASI Senator President Pro-Tempore shall serve as Vice Chair. Members of the ASI Board of Directors shall consist of:

A. Voting Members:

1. ASI Vice President
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. University President, 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. One (1) 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 2 - Function. 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 others as deemed appropriate.

- A. **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. ASI Senators shall attend all meetings of the council or committee to which the ASI Senator is elected unless an excused absence precludes attendance, in accordance with these Bylaws and established codes.
- B. **Advisors.** The University President or designee(s) and the ASI Executive Director or designee(s) shall serve as the primary advisors to the ASI Board of Directors. The advisors, or their respective designee, shall attend all ASI Board of Directors, ASI Cabinet, and standing or ad hoc committee meetings. The advisors, or designee, shall also advise on matters of parliamentary procedures. The University President or designee(s) shall advise these aforementioned bodies in matters regarding University policy, applicable California state law, and other areas pertinent to ASI Student Government if needed. The ASI Executive Director shall also advise on fiscal policy and corporate matters.
- C. **ASI Board of Directors Liaisons.** 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 by the organization and approved by their supervisor, as applicable.

Section 3 - 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. In compliance with state and federal laws and regulations and University policy, it shall have the power to, but is not limited to:

- A. Have voting rights on the Executive Boards of their councils;
- B. Create standing or ad hoc committees and establish the framework for roles, composition, and functions;
- C. Call for a special election upon receipt of an initiative, ASI referendum, or recall petition.

- D. Develop and make decisions on all corporate policies and governing codes consistent with these Bylaws, the Articles of Incorporation, University policy, CSU policy, and state and federal laws and regulations;
- E. Confirm, with a majority vote, the appointments made by the ASI President for the ASI Cabinet;
- F. Approve the ASI annual budgets;
- G. Delegate the administration of student advocacy activities and affairs of ASI to the ASI President and/or other Executive Student Leaders;
- H. Delegate the management and administration of the ASI corporation to the ASI Executive Director;
- I. In consultation with legal counsel and the University President and following due process, makes the final decision on hiring and/or termination of the corporation Executive Director by a two-thirds majority vote;
- J. Provide fiscal oversight and make appropriate decisions to protect ASI's financial and legal interests.

Section 4 - Removal Authority.

- A. The ASI Board of Directors may remove any member of the ASI Cabinet 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.
- B. The ASI Board of Directors may remove an individual ASI Senator by a two-thirds (2/3) vote by recommendation by the ASI Vice President. The ASI Board of Directors may remove a seated ASI Senator during a regularly scheduled ASI Board of Directors meeting. A statement of reasons for removal shall be provided prior to the vote of the ASI Board of Directors and shall be reflected in the minutes.
- C. The ASI Board of Directors may remove the ASI Senator President Pro-Tempore for due cause with a two-thirds (2/3) vote during a regularly scheduled ASI Board of Directors meeting. A statement of reasons for removal shall be provided prior to the vote of the ASI Board of Directors and shall be reflected in the minutes.
- D. The ASI Board of Directors may remove the ASI President for due cause with a two-thirds (2/3) vote during a regularly scheduled ASI Board of Directors meeting. A statement of reasons for removal shall be provided prior to the vote of the ASI Board of Directors and shall be reflected in the minutes.
- E. The ASI Board of Directors may remove the ASI Vice President for due cause with a two-thirds (2/3) vote during a regularly scheduled ASI Board of Directors meeting. A statement of reasons for removal shall be provided prior to the vote of the ASI Board of Directors and shall be reflected in the minutes. The Senator Pro Tempore shall chair the ASI Board of Directors meeting throughout the due process.

Section 5 - 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 canceled by a two-thirds (2/3) vote of the ASI Board of Directors. Special meetings shall be called at the will of the ASI President in consultation with the 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 meeting laws (See Article 10).

The following meetings shall be conducted as follows in compliance with ASI Bylaws:

- A. Regular and special meetings of the ASI Board of Directors shall be open and all persons are permitted to attend unless an Executive Session is in progress. Any persons shall be guaranteed the right of speaking before the ASI Board of Directors, subject to its procedural rules.
- B. Executive Sessions are closed meetings consisting of the voting members of the ASI Board of Directors to handle sensitive and confidential business as defined in the Open Meeting Law (See Article 10). All other aspects of the ASI Board of Directors meeting shall remain the same. Attendees shall be determined by the Chair in accordance with the following:
 1. The Chair must invite at least one of the following stakeholders as an advisor to the ASI Board of Directors when Executive Sessions are held: the ASI Executive Director, ASI Advisor, University Advisor, and/or Legal Counsel
 2. The Chair, in consultation with their Advisor(s) has the authority to invite guests to Executive Session, as necessary

Section 6 - Interim Management. This ASI Interim Governance 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 Interim Governance Committee shall not be held to circumvent meeting a quorum if quorum can be met and shall only be used as a final alternative. The ASI Board of Directors shall be informed about the ASI Interim Governance 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 Interim Governance Committee is composed of the ASI Vice President as Chair, ASI President, and a minimum of three (3) 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 Interim Governance Committee shall be within the parameters permitted by the California Nonprofit Corporation Code. The ASI Interim Governance Committee shall be in compliance with Article 10, unless otherwise designated as an Executive Session.

ARTICLE 7 - COUNCILS

Section 1 - Definition. The governing body of clubs and organizations within the academic colleges and at-large bodies.

Section 2 - Established Councils. The four established councils consist of the Greek Council, Inter-Hall Council, Multi-Cultural Council, and Student Interest Council.

Section 3 - Self-Governance. All councils shall establish their own Bylaws, which shall not conflict with ASI Bylaws and policies as well as CSU policies.

Section 4 - Council Elections. The recognized councils are responsible for conducting their own elections. Council Bylaws shall establish a reasonable timeline for which council elections shall take place.

Section 5 - Council Dispute Resolution Responsibility. Each council shall establish a fair and equitable process for resolving disputes that members of the council may utilize.

Section 6 - 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. Verification of eligibility through the official university process shall be completed before they take office.

ARTICLE 8 - DUTIES OF ASI STUDENT LEADERS

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

ARTICLE 9 - ASI STANDING COMMITTEES

Section 1 - Legislative Jurisdiction of Standing Committees. 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.** The Rules and Policies Committee shall be tasked with reviewing and recommending all policies, codes, and resolutions that govern ASI to the ASI Board of Directors.
- B. **Finance Committee.** The Finance Committee shall have fiscal oversight and budget hearing functions and shall recommend all financial policies in consultation with the ASI Attorney General. The Finance Committee shall review and recommend all ASI mid-year budget requests to the ASI Board of Directors meeting the qualification set forth by the ASI Finance Committee Code.
- C. **Facilities and Operations Committee.** The Facilities and Operations Committee shall formulate all policies regarding the operational use, oversight, and operation of all ASI facilities in consultation with the ASI Attorney General. The Facilities and Operations Committee shall develop programs and services and provide a channel for student ideas in the administration of facilities and operations.
- D. **Joint Budget Committee.** The Joint Budget Committee consists of the Finance Committee and the Facilities and Operations Committee and shall jointly review and recommend the ASI annual budget to the ASI Board of Directors.
- E. **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.
- F. **Audit Committee.** The Audit Committee is a recommending body to the ASI Board of Directors that shall act on the retention and termination of independent auditors, negotiation, and setting of independent auditors, and review and accept audited financial reports.

- G. **Human Resources Committee.** The Human Resources Committee shall review and recommend changes or additions to ASI personnel policies to the ASI Board of Directors in consultation with the ASI Attorney General.

ARTICLE 10 - OPEN MEETING LAW

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 11 - QUORUM

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 12 - ELECTIONS

Section 1 - General Elections. ASI General Elections shall be held annually in the final academic term. 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, further run-off elections shall be held until the tie vote is broken. No student may appear on the ballot or accept election for more than one (1) office.

- 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. **ASI Academic Senators.** Candidates for ASI Academic Senators shall be elected only by the eligible voters in the college the candidate represents. Each ASI Academic Senator shall be a member of that college while seeking that office and during the ASI Academic Senator's term of office.
- C. **ASI Senators-at-Large.** Each ASI Senator-at-Large seeking office shall declare the council the student is running for. Four (4) ASI Senators-at-large shall be elected for the following councils: Multi-Cultural Council, Greek Council, Inter-Hall Council, and Student Interest Council.

Section 2 - 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 Bylaws.
- 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 13 - PROCEDURES FOR RECALL OF ELECTED STUDENT LEADERS

Section 1 - Due Process. No ASI Student Leader shall be removed from office without due process.

Section 2 - Recall. A recall is the power of the voting members to remove any elected student leader before their term expires. Any elected student leader may be recalled as follows:

- A. A petition stating the desire to remove an ASI Senator must be signed by ten percent (10%) of the student headcount of the ASI Senator's respective academic college or at-large council. In the case of the ASI President or ASI Vice President, a petition stating the desire to remove that Student Leader must be signed by ten percent (10%) of the entire student headcount of the University.
- B. Prior to the gathering of signatures, a leader of the recall drive must state in writing or verbally at an ASI Board of Directors meeting the intent to recall the Student Leader. The petition drive has thirty (30) calendar days from announcement to gather the necessary signatures or the recall fails. If the correct number of signatures is gathered, they must be verified by the designated campus organization.
- C. If the appropriate number of signatures is verified, the ASI President or ASI Vice President must call a special election with the appropriate academic college or at-large council within fifteen (15) calendar days. In the case of recall of the President or ASI Vice President, a special election must be called for the entire student body.
- D. Two-thirds of students voting in the special election must vote to recall the Student Leader for the Student Leader to be removed from office.
- E. The Elections Chair shall be in charge of special elections.

ARTICLE 14 - BILLS, CODES, POLICIES, RESOLUTIONS, INITIATIVES, AND REFERENDUMS

Section 1 - Senate Bill. A bill is a governing policy offered for its enactment. It shall not conflict with current state and federal laws and regulations, ASI Bylaws, or University policy, and shall be binding upon any activity under the jurisdiction of ASI. An affirmative majority vote of the ASI Board of Directors is required for passage.

Section 2 - Governing Code. A governing code is a system of governing rules or protocols which must be followed by the governing body. An affirmative majority vote of the ASI Board of Directors is required for passage.

Section 3 - Corporate Policy. A set of explicit directives requiring compliance for corporate matters. An affirmative majority vote of the ASI Board of Directors is required for passage.

Section 4 - Resolution. A resolution is a formal expression of an opinion by ASI. An affirmative majority

vote of the ASI Board of Directors is required for passage.

Section 5 - Initiative Legislation. Initiative Legislation from the student body may be submitted to the ASI Board of Directors in the form of a petition signed by at least ten (10) percent of the total membership of the student body. An initiative can either enact new legislation or repeal existing legislation. The ASI Vice President verify with university officials the enrollment status of all the students whose signature appears on the petition. After verification, a special election shall be called by the ASI Elections Chair and held within twenty (20) calendar days. A majority vote in favor of the proposed legislation shall be sufficient to adopt any initiative legislation.

Section 6 - ASI Referendum. An ASI referendum is a process by which the student body votes on proposed ASI legislative action. An ASI 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 ASI and shall not take effect until an election is held and the vote certified. An ASI 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 an ASI referendum measure.

ARTICLE 15 - AMENDMENTS

Section 1 - Petition. Any amendment(s) to these Bylaws 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 2 - Internal Recommendations. The ASI Rules and Policies Committee may recommend, in writing, any amendment(s) to these Bylaws to the Board of Directors. The proposed amendments shall be approved by a two-thirds (2/3) vote by the ASI Board of Directors.

Section 3 - Distribution. Any proposed amendment(s) to these Bylaws shall be disseminated to the student body via electronic mail, printed publications, publication 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 4 - Vote. Any amendment(s) to these Bylaws 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 5 - Effective Date. Any amendment(s) to these Bylaws shall become effective immediately upon ratification or at a date specified in the amendment following approval by the University President.

Section 6 - Non-substantive Change. Any non-substantive changes to these Bylaws, 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 16 - RATIFICATION

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

Attachments

[MEMO - REVISED AUG 2022 ASI Bylaws Executive Summary - Signed.pdf](#)

[REVISED November 2022 - ASI Bylaws Executive Summary.pdf](#)

Approval Signatures

Step Description	Approver	Date
Signed by ASI President	Daniel Foncello	Mar 02, 2023
Signed by ASI Attorney General	Mariapia Matos	Feb 10, 2023
The Policy Owner Presents To The ASI Board of Directors For Discussion and Action	Mariapia Matos	Feb 10, 2023
The Policy Owner Presents Changes To The ASI Rules and Policies Committee For Discussion and Action	Mariapia Matos	Jan 25, 2023
The Policy Owner Reviews An Existing Policy Based On The Next Review Date	Mariapia Matos	Jan 25, 2023