

POLICIES

California State University, Fresno
Associated Students, Inc.

TABLE OF CONTENTS

	<u>Page</u>
I. CODE OF CONDUCT	1
II. CODE OF ETHICS.....	5
III. MEMBERSHIP FEES	8
IV. SENATOR EXPECTATIONS POLICY	9
V. EXECUTIVE EXPECTATIONS POLICY	12
VI. SHARED GOVERNANCE POLICY.....	19
VII. PRIVILEGES AND SERVICES POLICY.....	23
VIII. ELECTION COMMISSION	24
IX. ELECTION CODE	26
X. RECALL POLICY.....	33
XI. STUDENT COURT PROCEDURES.....	35
XII. SPONSORED ACTIVITY GRANT FUNDING POLICY	37
XIII. FISCAL CODE.....	41
XIV. RESERVE POLICY	45
XV. FIXED ASSET POLICY	47
XVI. ACCOUNTS PAYABLE DOCUMENTATION OF EXPENDITURES POLICY	48
XVII. TRAVEL REIMBURSEMENT POLICY	49
XVIII. CORPORATE CREDIT CARD POLICY	56
XIX. ADVERTISEMENT POLICY.....	58
XX. TRANSPARENCY POLICY	60
XXI. RECORDS MANAGEMENT POLICY.....	63
XXII. OTHER PROVISIONS.....	66

I. CODE OF CONDUCT

Associated Students, Inc., of California State University, Fresno (hereinafter "ASI" or "the Organization") is a non-profit public benefit corporation and is not organized for the private gain of any person.

The specific purpose of ASI is to provide a means for responsible and effective participation in the governance of the campus; provide an official voice through which students' opinion may be expressed, foster awareness of this opinion in the campus, local, state, national, and international communities; assist in the protection of the rights and interests of the individual student and the student body; provide services and programs as deemed necessary by ASI to meet the needs of the student and campus communities; and stimulate the educational, social, physical, and cultural well-being of the University community.

It is the intention of ASI to recognize and foster high standards of performance, service, and professionalism among its elected officers, appointed members, and employees. To this end, we subscribe to the following Code of Conduct.

For the purposes of this Code, ASI elected officers, appointed members, and employees are hereafter referred to as Members.

Section 1.1 Respect for the Mission.

Members must be familiar with the general mission, ideals, and goals of ASI and imply an agreement with and loyalty to ASI by acceptance of their position. Members must actively support and contribute to the mission, goals, and policy formation of ASI. Members must inform appropriate officials of conditions or situations that have the potential of being disruptive or damaging to ASI's mission, personnel, and property.

Section 1.2 Respect for the Law.

Members must respect and obey all lawful authority and seek to change laws and regulations that are unfair, inappropriate, or unnecessarily punitive. The ASI President must seek the advice of counsel as appropriate. Members must not engage in conduct that involves dishonesty, intentional deception, misrepresentation, or unlawful discrimination. A member must not use his or her office for material gain.

Members must demonstrate concern for and sensitivity to the legal and social codes and moral expectations of their communities. Members must work to address and promote reasonable change within the parameters established by ASI.

Members must seek to stay abreast of changes and developments in the laws that affect ASI.

Section 1.3 Respect for Persons.

ASI seeks to create an environment where all persons are treated equitably and with respect.

Members are expected to be responsive, courteous and prompt in dealing with others, whether with other members, employees of the university, students, or members of the community.

Members must maintain high standards of personal conduct and function with integrity and discretion in their personal relationships with other members. Members must be concerned for the welfare of all students and work to provide an environment that encourages personal growth, effectiveness, creativity, and responsible citizenship. ASI regards members' personal behavior towards and interaction with others as a vital part of the duties of their position.

Section 1.4 Respect for Staff.

Elected and appointed members have special responsibilities to treat hired staff members fairly and to maintain open and honest communication with them. The responsibilities of the staff, as outlined in job descriptions, are delegated by their supervisors. As such, other elected and appointed members must respect that workload by going through the Office Manager before making work requests upon the staff.

Section 1.5 Discrimination/Harassment.

Members must treat other persons equitably, irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, relation, marital status, age, religion, or political conviction.

Members must not engage in conduct that amounts to or may be perceived as sexual, racial, or gender-based harassment. Members must not behave towards other persons in a manner that may reasonably be perceived as intimidating, overbearing, or unreasonable.

Section 1.6 Responsibilities and Expectations.

ASI aims to achieve the highest standards in the conduct of its business, which ultimately serves to advance the interests of the students. All members contribute to the achievement of this aim when they carry out their duties honestly and to the best of their ability. In this regard, members are expected to carry out their duties in a professional, responsible, impartial, and conscientious manner and to be accountable for their official conduct and decisions.

Members should endeavor to maintain and enhance their skills and expertise and keep up to date the knowledge associated with their particular position. High standards of performance are expected.

Executive officers are expected to hold an appropriate number of office hours and meet duties as specified in the Bylaws and Policies. This includes meeting with applicable university and community personnel, as well as regularly reporting on their activities to the Student Senate.

Senators elected into school or college positions must meet with school or college personnel on a regular basis and report on these meetings to the Student Senate. School and college senators must further work to provide new services and programs that will benefit their constituencies.

Senators elected to serve in at-large positions must meet with personnel within their focus on a regular basis and report on these meetings to the Student Senate. At-large senators must further work to provide new services and programs that will benefit the at-large student population, specifically those programs or services within their focus.

All members must keep written reports of meetings and projects on file in the office for current students and members, as well as for future members and students to review.

Members must not allow outside work or organization membership to interfere with the performance of their ASI duties.

Section 1.7 External Activities and Public Comment.

Each member is an official representative of ASI and, as such, must at all times during his or her term of office perform the duties of his or her office in the utmost good faith, in a manner such member believes to be in the best interest of ASI and with such care as an ordinarily prudent person in a like position would use under similar circumstances.

Members are free to engage in party-political, professional, and/or social organizations, provided that participation does not give rise to a conflict of interest or impede the performance of a member's duties. Furthermore, public comment by members in their capacity as private citizens is certainly permitted. Where a member comments publicly, he or she must establish when his or her personal viewpoints are different from official ASI positions.

Recognizing the difficulty of distinction between the official and non-official or personal capacities of a member, a member shall refrain from personal conduct inconsistent with the duties and responsibilities of his or her office.

While attending school-related or ASI sponsored events, members must not consume illegal drugs or excessively consume alcohol. If a member is not of legal drinking age, he or she must refrain from alcohol consumption. Furthermore, rude behavior will not be tolerated at such events. This includes derogatory comments regarding the event, derogatory comments towards other members or participants, violence of any kind, and inappropriate language.

Section 1.8 Making Fair Decisions.

When making a decision, or voting on an issue, because the interests of students and the school may be at stake, the principles of procedural fairness must be applied. Specifically, persons affected by the vote deserve to have the decision made without bias and based on considerations relevant only to the matter at hand. Elected and appointed members must at all times acknowledge that they were elected to represent specific constituencies. In representing these constituencies, they must separate their interests as an individual or as a member of another organization in order to better represent the constituency they were elected or appointed by.

Section 1.9 Conflict of Interest.

Members shall be expected to conform to appropriate conflict of interest standards as established by the California Education Code (Section 89909) at all times. However, such persons shall retain their rights and privileges as students of California State University, Fresno. Therefore, such persons shall be allowed to maintain membership in a club or organization applying for ASI funding as long as they are fully in compliance with conflict of interest standards, including refraining from voting on the item. Members should announce such outside memberships that may produce a potential conflict of interest at the first meeting of the Student Senate each semester.

Senators, officers, committee and commission members must not ask for or encourage the giving of any form of gift or benefit in connection with the performance of their duties. Receipt of gifts can be perceived as an inducement to act in a particular way, thus creating a real or apparent conflict of interest. However a member may, of course, give or accept an occasional gift of nominal value that is offered in accordance with social or cultural practice.

Section 1.10 Office Use.

In taking on an ASI position, members accept accountability for the proper use of ASI funds, personnel, equipment, and other resources over which they have authority or influence.

Members have a responsibility to ensure that ASI's resources are managed effectively. In this regard, material, financial and computerized resources should only be used for ASI purposes. Though staff members may occasionally need to use ASI resources for personal reasons, such as personal telephone calls, such usage must be kept to a minimum, and must not result in additional expense to ASI. Additionally, equipment, materials and facilities must be treated with appropriate care and secured against theft and misuse in order to ensure that the maximum level of resources are available to discharge ASI's functions.

When working in the ASI office, members (both paid and unpaid) take on the responsibility that all information conveyed to students, employers, employees, colleagues, and the public is accurate, timely, objective, and in reasonable context.

Section 1.11 Violations of this Code.

If a member violates this Code of Conduct Policy, the Student Senate may approve by a majority vote that the member be sanctioned, not inconsistent with the ASI Bylaws or applicable California laws.

II. CODE OF ETHICS

Section 2.1 Preamble.

ASI is the official body representing the diverse issues, concerns, and needs of all students at California State University, Fresno. We involve students in a productive partnership in governance of the University, promote the internal welfare and unity of the student community, further the goals of our University, and respond to the challenges of our society. To these ends, ASI has adopted this Code of Ethics to live out the mission of our Organization and establish basic standards of ethical behavior for personal and professional life. Every ASI representative is a signatory to this Code of Ethics, which symbolizes a united pledge to abide by the Code's spirit and principles. The ten values enumerated in this Code represent ten equally-significant guiding ideals of the Organization, and representatives hold themselves and each other accountable for adherence.

Section 2.2 Behavioral Standards and Values. The following is a list of the expected behavioral standards and values of any ASI Representative:

1. As an ASI Representative, I value *Honesty*.

In practice:

- (a) I express my genuine opinion on issues even if my view is unpopular.
- (b) I only make commitments that I genuinely believe I can keep.
- (c) I disclose to the Executive Vice President and/or Committee Chair my affiliations with any organization that is under the purview of ASI, or with any friends or groups that have substantial business with ASI.
- (d) I abstain or recuse myself from the decision-making process in all situations in which I have determined a conflict of interest, or when I believe that I cannot exercise impartial judgment.

2. As an ASI Representative, I value *Fairness*.

In practice:

- (a) I seek out diverse ideas/opinions and reserve judgment until I have all of the relevant information.
- (b) I treat all viewpoints with respect, even if I do not personally agree with them.
- (c) I only take credit for work that I have done and acknowledge everyone who assists me in accomplishing tasks.
- (d) I observe the established procedures detailed in the Bylaws and Policies and demonstrate transparency in my decision-making process.

3. As an ASI Representative, I value *Flexibility*.

In practice:

- (a) I am willing to re-evaluate a prior decision in light of unforeseen circumstances in order to uphold the fundamental mission of ASI.

- (b) I adapt my communication style to the situation, and to accommodate the concerns of persons involved.

4. As an ASI Representative, I value *Responsibility*.

In practice:

- (a) I seek to maintain integrity in both my public and private life.
- (b) I can clearly articulate how my decision will advance the Organization's core values.
- (c) I use ASI materials and resources solely for ASI-related activities.
- (d) I take ownership for the decisions I make or fail to make, the actions I take or fail to take, and the consequences that result.
- (e) I protect confidential information that has been entrusted to me.

5. As an ASI Representative, I value *Communication*.

In practice:

- (a) I clearly convey messages and relay necessary information to fellow representatives as soon as possible.
- (b) I ask clarifying questions if I disagree or do not understand.
- (c) I actively seek feedback from a diverse range of students and promote the mission and goals of the Organization.
- (d) I only act on behalf of ASI when I am authorized specifically to do so.

6. As an ASI Representative, I value *Responsiveness*.

In practice:

- (a) I am available to all students and fellow representatives and keep them informed on ASI projects and events.
- (b) I am ready to respond in a direct and respectful manner to issues that implicate the well-being, justice, and unity of our community.

7. As an ASI Representative, I value *Collaboration*.

In practice:

- (a) I seek to work with others and divide responsibilities on tasks.
- (b) I encourage new ideas and share all relevant information with others.
- (c) I strive to reach a consensus that best serves the California State University, Fresno community.

8. As an ASI Representative, I value *Commitment*.

In practice:

- (a) I continue to pursue worthy goals, regardless of their difficulty.
- (b) I have a clear set of objectives, a general timeframe for accomplishment, and am willing to see difficult projects through to their completion.

- (c) I make every effort to recommend potential services when I am unable to fulfill a request.

9. As an ASI Representative, I value *Professionalism*.

In practice:

- (a) I prepare for meetings by reading the necessary materials and arriving on time.
- (b) I make guests at meetings feel welcome, and devote my full attention to their presentations.
- (c) I speak respectfully, without profanity or sarcasm.
- (d) I conduct myself appropriately in the way I dress, speak, listen and engage with others.
- (e) I approach directly those persons with whom I have a conflict or disagreement.

10. As an ASI Representative, I value *Service*.

In practice:

- (a) I make a concerted effort to assist my peers in any capacity.
- (b) I focus on the needs of the greater student body before considering my personal interests.
- (c) I understand my role as an ASI representative as service to the students of California State University, Fresno.

III. MEMBERSHIP FEES

Section 3.1 Increase in Membership Fees.

- (a) A referendum to increase the membership fee may be authorized by a two-thirds (2/3) vote of the entire Student Senate then in office, or upon presentation of a petition bearing the signatures of ten percent (10%) of the members. The referendum shall then be submitted to the members for approval or disapproval by the members of ASI at the next general election or at a special election held specifically for the purpose of the referendum. A referendum to increase the membership fee shall be successful when approved by a majority of the members of ASI casting votes in a general or special election. Any successful referendum under this Section shall take effect at the beginning of the next fiscal year after the election.

Section 3.2 Decrease in Membership Fees.

- (a) A referendum to decrease the membership fee may be authorized by a two-thirds (2/3) vote of the entire Student Senate then in office, or upon presentation of a petition bearing the signatures of ten percent (10%) of the members. The referendum shall then be submitted to the members for approval or disapproval by the members of ASI at the next general election or at a special election held specifically for the purpose of the referendum. A referendum to decrease the membership fee shall be successful when approved by a majority of the members of ASI casting votes in a general or special election. Any successful referendum under this Section shall take effect at the beginning of the next fiscal year after the election.

IV.
SENATOR EXPECTATIONS POLICY

Section 4.1 Student Senate Meetings.

- (a) Student Senate meetings shall be held every other Wednesday at 4 pm as voted on by the ASI Student Senate. The Executive Vice President shall be responsible for sending out the meeting dates and location prior to the beginning of the academic year.
- (b) Senators are expected to arrive at each meeting on time and stay until the end.
- (c) Senators shall be responsible for coming to each meeting prepared having previously reviewed the agenda, minutes, finance applications, and any related documentation.
- (d) Senators are expected to dress professionally at all Student Senate meetings. Refer to the Senator Handbook for the official ASI Senator Dress Code.
- (e) Senators shall be required to submit their reports to the Recorder by a time designated by the Executive Vice President at the beginning of the semester.
- (f) Senators are to have basic understanding of Robert's Rules of Order, as amended.
- (g) No devices that would allow outside communication should be in use for communication during a Senate meeting. This includes cell phones, laptops, tablets, etc.

Section 4.2 ASI Committee Meetings.

- (a) ASI Committee meetings shall be held at a consistent time, on a bi-weekly basis, which will be determined by the committee chair in consultation with the committee members.
 - i.* Additional committee meetings shall be approved by the Executive Vice President in consultation with the chair of each committee.
- (b) Senators are expected to arrive at each meeting on time and stay until the end.
- (c) Senators shall be responsible for coming to each meeting prepared having previously reviewed the agenda, minutes, and any related documentation.
- (d) Chairs of each committee are responsible for posting the agenda 72 hours before the meeting.

- (e) Vice Chairs of each committee are responsible for taking minutes during each meeting and submitting those minutes to the Recorder within 36 hours after approval.

Section 4.3 Service Hours.

- (a) Service hours shall be defined as serving the campus community or constituents outside of the ASI Office.
 - i. Senators may submit up to four (4) service hours to be counted as a part of the required eight (8) office hours.
 - ii. Appropriate service hours include, but are not limited to:
 - 1. Meeting with the dean of the college/school which a Senator represents, or the designated representative for at-large Senators;
 - 2. Tabling on behalf of ASI or your college/school or at-large area;
 - 3. Representing ASI by participating on University-wide or System-wide committee meetings;
 - 4. Attending CSSA on behalf of ASI as an ASI representative.
 - iii. Senators who wish to participate in other activities related to their college/school or at-large area and wish to count these as service hours must request approval from the Executive Vice President in advance.
 - 1. If approval was not requested in advance, approval will not be granted.
 - iv. All service hours will be discussed with the Executive Vice President at required one-on-one meetings each month.
- (b) Office hours are defined as being available in the ASI office to serve constituents by answering questions, receiving phone calls, responding to emails and being available within the campus community to engage constituents
 - i. Each Senator shall be required to serve eight (8) office hours per month, excluding the months of May through August, December and January.
 - ii. A schedule of each Senator's office hours shall be submitted to the Executive Vice President by email or written notification one week prior to the beginning of each month. Schedules will be posted on the ASI website and outside the ASI office.
 - iii. Senators shall be required to check in with ASI professional staff upon arrival and departure of serving office hours.

- (c) College/school Senators shall be required to meet with the Dean or the Dean's representative of their college/school on a monthly basis.
- (d) At-large Senators shall be required to meet with their at-large area representative on a monthly basis.

Section 4.4 Closed Session Etiquette.

- (a) No devices that would allow outside communication should be in use during a closed session meeting. This includes cell phones, laptops, tablets, etc.
- (b) No business discussed in a closed session should be shared with the outside public. It is the duty of the chair to announce any action taken.

Section 4.5 Other Provisions.

- (a) Senators shall be required to sign a Conflict of Interest Form at the beginning of their term and adhere to it during their term.
- (b) Senators shall be knowledgeable of the ASI Bylaws and Policies and adhere to these guidelines throughout their term.
- (c) Senators shall be expected to check their email at least once a day to ensure they are up to date on ASI activities.
- (d) Senators shall be required to participate in all mandatory trainings and retreats.
- (e) Senators shall be required to meet with the Executive Vice President on a monthly basis excluding the months of May through August, December, and January, unless otherwise indicated by the Executive Vice President.

V.
EXECUTIVE EXPECTATIONS POLICY

Section 5.1 Governance Procedures.

- (a) The Executive Officers are expected to read and understand this policy, the Code of Conduct and the Bylaws. In addition, Executive Officers are expected to conduct themselves in accordance with the Bylaws and Policies.
- (b) All Executive Officers of ASI shall attend at least one (1) of ASI's standing committees each week that committee meetings are held if an ASI senate meeting is not held that same week.
 - i.* The President may use his or her position as chair of the Personnel Committee to satisfy this requirement.
 - ii.* The Vice President of Finance may use his or her position as chair of the Finance committee to satisfy this requirement.
 - iii.* The Vice President of External Affairs may use his or her position as chair of the Legislative Affairs Committee to satisfy this requirement.
- (c) All Executive Officers must sit on at least one Academic Senate or University Committee.
 - i.* The Executive Officer must be an active member on the committee.
- (d) Each Executive Officer shall be required to work twenty (20) hours per week on behalf of the Organization.
- (e) As part of the minimum hour requirement, an Executive Officer must have three (3) scheduled office hours per week during normal business hours.
 - i.* These hours are for office work and walk-in appointments, no Executive Officer can schedule meetings during his or her office hours.
 - ii.* The ASI Coordinator must be notified of the office hours an Executive Officer intends to serve before the beginning of each month.
 - iii.* The office hours for an Executive Officer must be posted in a visible, public space.
 - iv.* Executive Officers must notify the Office Manager twenty-four (24) hours in advance if they wish to change their office hours, and all office hours must be made up the same week they are missed.
 - v.* Illness and emergencies may serve as an exception to 5.1.(d).

- (f) The Executive Officers must prepare a report to the ASI Senate for each Senate meeting.
 - i. The report must include, but is not limited to, a list of the meetings the Executive Officer has attended since their last report and a summary of the events of those meetings, as well as project updates.

Section 5.2 Additional Responsibilities of the President.

- (a) The President's official job title is: Associated Students, Inc. President.
- (b) The President reports to the Student Body and to the Senate.
- (c) The President shall supervise the Executive Team and Cabinet.
- (d) The President shall be charged with the responsibility of acting as the Chief Executive in charge of ASI's internal affairs.
 - i. This may include, but is not limited to, working with full time and part time staff, working with fellow executives, and working with presidents designee to carry out the organization's mission; maintaining a healthy working environment for said people, and guiding the organization in ways that meet its purpose.
 - ii. The President or designee shall chair the ASI Personnel Committee, and will have normal voting privileges congruent with other ASI committee chairs.
- (e) The President shall act as the campus representative for ASI.
 - iii. He or she will be responsible for attending all of the University-wide meetings that designate a position to the ASI President.
 - iv. The President may appoint other students to fill these positions as designees, per guidelines set forth in the ASI Shared Governance Policy
 - v. The President shall facilitate shared governance, as defined in the Shared Governance Policy, on the University campus.
 - 1. He or she shall maintain an updated list of active committees, boards, taskforces, etc., and shall appoint students to such groups to serve in both voting and non-voting capacities.
 - 2. He or she shall work to ensure that all active University-wide committees, boards, taskforces, etc. have student representation.
- (f) The President shall present a complete State of Affairs report at the last ASI Senate Meeting of each semester.
 - vi. The State of Affairs report must include, but is not limited to, an updated budget, a proposed budget for the upcoming semester, a shared governance report, achievements of the semester, goals for the following

semester, and a report on the progress of the committees the president is required to sit on.

- (g) The President may sign any document requiring, specifically, his or her signature.
 - vii. The President may sign documents not specifically requiring his or her signature, but requiring two or more signatures of Executive Officers when related to the finances of the organization.
 - viii. All documents must be signed in a timely fashion, which will be defined as within 48 hours of receiving the document.
 - ix. If the President does not wish to sign a document, written notification must be given to the holder of the document in the same timely fashion, and an explanation for the lack of signature must be given.
- (h) The President may have other such powers and duties as may be prescribed by the Senate.

Section 5.3 Additional Responsibilities of the Executive Vice President.

- (a) The Executive Vice President's official job title is: Associated Students, Inc. Executive Vice President.
- (b) The Executive Vice President reports to the Senate and to the ASI President.
- (c) The Executive Vice President shall supervise the Senate Recorder.
- (d) The Executive Vice President shall make him or herself available to meet with each Senator monthly.
- (e) The Executive Vice President will be responsible for hosting a meeting of all the standing ASI Committee Chairs in the first two weeks of each new semester.
 - i. The Chairs' meeting will serve as a time for the Executive Vice President and the Chairs to reflect on what the committees can do to further the mission of ASI, and the goals of the Executive Officers. The meeting may also serve as a time to explain, discuss, or improve upon the procedures of each committee.
- (f) The Executive Vice President will be responsible for keeping copies of all of the bylaws and policies, as well as making the documents and the information they contain available to the Senate.
 - i. The Executive Vice President will be responsible for ensuring the policies are enforced.
 - ii. Once the Student Senate has approved a new operating policy or procedure and said policy has been approved through the Procedures for Updating Bylaws and Operating Policies, the Executive Vice President

will be responsible for forwarding an updated copy of the policy to all Executive Officers, Senators, Staff, and the University President.

- (g)** The Executive Vice President shall be responsible for posting the agendas for all ASI Senate meetings in a correct and timely fashion.
 - i.* He or she is responsible for making sure the applicable open meetings laws are followed in all procedures dealing with the ASI Senate meetings.
- (h)** The Executive Vice President shall be responsible for collecting all pertinent documents for any meeting of the ASI Senate, and providing those documents to the Senate at least 72 hours before a meeting.
- (i)** The Executive Vice President may sign any document requiring, specifically, his or her signature.
 - i.* The Executive Vice President may sign documents not specifically requiring his or her signature, but requiring two or more signatures of Executive Officers.
 - ii.* All documents must be signed in a timely fashion, which will be defined as within forty-eight (48) hours of receiving the document.
 - iii.* If the Executive Vice President does not wish to sign a document, written notification must be given to the holder of the document in the same timely fashion.
- (j)** The Executive Vice President may work with or designate to the Senate Recorder tasks set forth in this policy or the bylaws as long as the Code of Conduct is being followed.
- (k)** The Executive Vice President may have other such powers and duties as may be prescribed by the Senate.

Section 5.4 Additional Responsibilities of the Vice President of Finance.

- (a)** The Vice President of Finance's official job title is: Associated Students, Inc. Vice President of Finance.
- (b)** The Vice President of Finance reports to the Student Body, the Senate and the ASI President.
- (c)** The Vice President of Finance is responsible for presenting a balanced budget as described in the ASI Fiscal Code.
 - i.* The current operating budget must be presented to the ASI Senate no later than the first meeting of the fall semester in any elected term.

- (h) The Vice President of Finance may have other such powers and duties as may be prescribed by the Senate.**

Section 5.5 Additional Responsibilities of the Vice President of External Affairs.

- (a)** The Vice President of External Affairs official job title is: Associated Students, Inc. Vice President of External Affairs.
- (b)** The Vice President of External Affairs reports to the Student Body, the Student Senate, and the ASI President.
- (c)** The Vice President of External Affairs shall be charged with the responsibility of acting as the liaison on all matters externally affecting ASI.
 - i.* This may include, but is not limited to, working with alumni, community members, governments, and acting as the CSSA representative for California State University, Fresno.
 - ii.* The Vice President of External Affairs shall chair the ASI Legislative Affairs Committee, and will have normal voting privileges congruent with other ASI committee chairs.
 - iii.* The Vice President of External Affairs shall provide updates to the Student Senate on legislation, action, recognition, and all other matters relevant to the external affairs of the Organization no less than twice a semester at a regular meeting of the Student Senate.
- (d)** The Vice President of External Affairs shall act as the California State Student Association (CSSA) representative.
 - i.* He or she will be responsible for attending the CSSA meetings and represent ASI in all capacities related to CSSA or the CSU system at-large.
 - ii.* In the event that ASI is not a member of CSSA, the charge will still stand in whatever limited capacity is necessary.
- (e)** The Vice President of External Affairs may sign any document requiring, specifically, his or her signature.
 - i.* The Vice President of External Affairs may sign documents not specifically requiring his or her signature, but requiring two or more signatures of Executive Officers.
 - ii.* All documents must be signed in a timely fashion, which will be defined as within forty-eight (48) hours of receiving the document.
 - iii.* If the Vice President of External Affairs does not wish to sign a document, written notification must be given to the holder of the document in the same timely fashion.

Section 5.6 Executive Compensation.

- (a) As approved by the ASI Senate, effective June 1, 2008, Executive Officers receive a living and telephone stipend.
- (b) The stipend amount for each Executive Officer is as follows:
 - i.* ASI President
\$1,050/month (paid twice a month, plus a \$50/month cell phone stipend.)
 - ii.* ASI Executive Vice President
\$1,000/month (paid twice a month, plus a \$50/month cell phone stipend)
 - iii.* ASI Vice President of Finance
\$1,000/month (paid twice a month, plus a \$50/month cell phone stipend)
 - iv.* ASI Vice President of External Affairs
\$1,000/month (paid twice a month, plus a \$50/month cell phone stipend)
- (c) Stipends are divided into two payments each month and are contingent upon the Executive completing at least 10 hours of work during the stipend period and not over 20 hours during any academic session. Executives who are out of town for a prolonged period of time and not completing work for the organization are not eligible to receive payment.
- (d) In order to receive a cell phone stipend, Executive Officers must purchase and agree to use a cell phone for ASI related purposes.
- (e) Executive Officers may choose to waive their stipend, but must still serve in the same capacity as if had they chosen to receive a stipend.

VI. SHARED GOVERNANCE POLICY

This policy has been developed to outline ASI's commitment to ensuring that the interests of students are properly presented and considered throughout decision-making processes that may affect the quality, affordability, and access to higher education. ASI should encourage other members of the university community, including faculty, staff, and administration to participate in the shared governance of ASI.

Section 6.1 Definition.

- (a) ASI considers shared governance to be one of the key elements of quality higher education. The term refers to governance of higher education institutions in which responsibility is shared by students, faculty, staff, administrators and trustees. It does not extend to internal management decisions carried out under policy guidelines. Under shared governance, each party is encouraged to think on behalf of the good of the institution as a whole and to work to reach agreement with the other parties before making decisions.
- (b) ASI emphasizes the importance of student involvement in decisions that will directly affect quality, affordability and access to a higher education. ASI is responsible for helping facilitate the shared governance on three levels: ASI, the University, and the CSU System.

Section 6.2 Shared Governance of ASI.

- (a) ASI encompasses a variety of committees, all closely tied to the operations of the student body government. The committees are comprised of Senators, Executive Officers or designees, and/or at-larger students to ensure diversity and student representation in decision-making by both the elected student representatives and the constituents they serve.
- (b) These committees include, but are not limited to: the Academic Committee, Activities Committee, Finance Committee, Legal Committee, Legislative Committee (Lobby Corps), Personnel Committee, the Student Court, and the Executive Committee.

Section 6.3 Shared Governance of the University.

- (a) ASI promotes the shared governance on the University campus by expanding the role students play in the decision-making process while respecting the University's statutory and traditional authority over academic affairs and internal governance. Student applicants are encouraged to apply to sit on University-wide committees, boards, taskforces, etc.

- (b) The ASI President or designee, in consultation with the Personnel Committee, shall appoint student representatives to committees which match their interests, skills, and availability, in order to ensure commitment from both the student and committee in fostering shared governance and allowing the student voice to be heard. These appointments must be approved by the Student Senate by a simple majority vote.
- (c) University-wide committees, boards, taskforces, etc. that are interested in students with specific qualifications filling positions in said committees should fill out a Student Appointment Request form and submit it to the ASI President.

Section 6.4 Shared Governance of the CSU System.

- (a) System-wide shared governance refers to the shared representation at the CSU System level in the decision-making process.
- (b) ASI may partner with the other campuses within the California State University system through the California State Student Association (CSSA).
 - i.* In the event that ASI is not a member of CSSA, ASI should work with the other CSU campuses in other capacities to ensure system-wide representation.
- (c) ASI may also partner and work with universities outside of the CSU System, including the UC System, the Community College System and private institutions in order to increase shared governance and student representation at a system-wide level.

Section 6.5 Guidelines.

Associated Students, Inc. is committed to the following principles of shared governance:

- (a) Active participation through proper recruitment, selection, and training of student representatives.
- (b) Effective communication between ASI, faculty, staff, and administration.
- (c) Commitment of the Student Senate to effectively represent and express the student voice.
- (d) Active involvement of the student body in the governance of ASI.
- (e) Evaluation of the overall experience of the student representative and the committee or program in which the individual was appointed.

Section 6.6 Appointment of Student Representatives.

- (a) Student representatives to academic and non-academic committees at Fresno State shall serve at the discretion of the committee chair and will be responsible for reporting to the Student Senate in such a way as determined by the ASI President.
- (b) Unless otherwise specified by the governing documents of the committee, ASI shall have the authority to recommend and appoint student representatives to all ASI and University-wide committees, boards, taskforces, etc.
- (c) The ASI President or designee shall appoint student representatives to both ASI and University-wide committees in consultation with the Personnel Committee, and approval of the Student Senate by a simple majority vote.
- (d) The ASI President may also appoint students as Presidential Designees, in consultation with the ASI Personnel Committee and approval of the Student Senate, to all committees that require the inclusion of the ASI President that he or she cannot attend.

Section 6.7 Responsibility of Student Representatives.

- (a) Student representatives appointed by ASI serve a critical role in the shared governance process of the University. It is through each individual's participation, original thoughts, and personal philosophies that the collective voice of the students is heard.
- (b) It shall be the duty of a student representative to attend all respective committee, council, or board meetings to provide a student voice and to bring critical issues and information back to ASI. Student representatives are expected to attend all committee meetings, arrive prepared and on time, stay until the end of the meeting, and actively participate in decision-making processes.

Section 6.8 Removal of Student Representatives

- (a) If a student representative misses two meetings of the committee, board, taskforce, etc. to which they are appointed, their position may be considered vacant.
- (b) If a student representative is not fulfilling their duties as a member of the committee, board, task force, etc., to the satisfaction of ASI, the student may be removed by the Student Senate by a simple majority vote.

Section 6.9 Requirements for Student Representatives

- (a) Student representatives must meet the minimum academic qualifications for minor representative offices, per the guidelines issued by the Office of the Chancellor.

Section 6.10 Responsibilities of ASI.

- (a) The ASI President or designee, in consultation with the Personnel Committee, has the authority to appoint student representatives to any University committee, board, taskforce, etc. that does not currently have a student representative serving on it or that needs additional student representation as noted by the chair of the committee. Such appointments must be approved by the Student Senate by a simple majority vote.
- (b) The ASI President is responsible for communicating with the administration at California State University, Fresno to determine what current University-wide committees need student representation, what the mission and purpose of those committees are, and determine the meeting time, date, and contact person for each committee.
- (c) ASI is responsible for providing the student representatives with appropriate training and expectations to ensure both the committee and the student are held accountable. ASI will follow up with both the student and committee to evaluate the effectiveness of the appointment and make adjustments as necessary to ensure effective shared governance.

VII. PRIVILEGES AND SERVICES POLICY

Section 7.1 Manuals.

- (a) All Executive Officers, Senators, Election Commissioners and Justices of the Student Court shall receive copies of the ASI Bylaws and Policies. Student At-Large members of committees of the Student Senate shall receive copies of the Bylaws. Student At-Large members of the Finance Committee shall further receive copies of the Budget and Fiscal Policies.

Section 7.2 Office Services.

- (a) All ASI Senators shall have mailboxes in the ASI office.
- (b) The ASI office shall generally maintain the same regular office hours as the University. Officers and Senators using the office shall be responsible for not leaving the office unattended while open.
- (c) Telephones and directories shall be available for use. Routine calls shall normally be handled by staff. Officers, Senators and Staff may use telephones for official business only and shall make long-distance calls only when absolutely necessary. Members may occasionally need to use ASI resources for personal reasons, such as personal phone calls; such usage should be kept to a minimum.
- (d) The organization shall keep the archives of ASI, including past agendas, minutes, financial records, correspondence, and other appropriate material. Officers requiring such records shall notify staff, who shall retrieve them.
 - i.* Members of ASI are entitled to request any documents pertaining to ASI, as outlined in the Transparency Policy.
- (e) ASI equipment and supplies shall be used for official business only.

Section 7.3 Personal Business.

- (a) No member of the staff shall be responsible for attending to business of officers that is essentially personal and not official in nature.

Section 7.4 Key Access.

- (a) ASI Student Senate members will be given access to the Student Senate Office. Executive Officers, Staff, Student Assistants, and Cabinet Members will be given access to both the Student Senate and Business Offices.
- (b) Key cards shall not be shared with any unauthorized individuals.

VIII. ELECTION COMMISSION

Section 8.1 Purpose.

- (a) The Election Commission may be responsible for ensuring a fair and equitable election.

Section 8.2 Membership.

- (a) The Election Commission may consist of up to five (5) members appointed by the ASI President in consultation with the Personnel Committee and approved by the Senate by a simple majority vote.
- (b) In the event of a vacancy, the ASI President shall appoint members to the Election Commission. If said appointments are not made within two (2) weeks from occurrence of the vacancy, the Personnel Committee shall be authorized to make appointments to the Election Commission will be approved by the Student Senate by a simple majority vote.
- (c) Candidates and appointed members must satisfy all eligibility and qualification requirements established by the Chancellor of the California State University.
- (d) The term of office shall be from the date of appointment through the spring semester of the current academic year.
- (e) The Election Commissioner, who shall serve as Chair, shall be selected by the President and approved by the Student Senate in the same manner in which members of the Commission are appointed.
- (f) Members of the Election Commission may not advocate for or against any candidate or issue appearing on a ballot over which the Election Commission holds jurisdiction. Any member found by the Commission to be advocating for or against a candidate or issue shall be removed immediately.
- (g) A member may be removed by a two-thirds (2/3) vote of the eligible voting members of the Student Senate then in office. The member must be given one (1) week written notice of any proposed removal.
- (h) Any member may resign by submitting a letter of resignation to the President.
- (i) A quorum shall consist of a majority of the membership of the Election Commission.

Section 8.3 Powers and Duties.

- (a) The Election Commission in consultation with ASI professional staff and the President's Designee shall conduct all ASI elections.

- (b)** Decisions of the Election Commission may be overruled by the Student Senate by a simple majority vote.
- (c)** The Chair and President's Designee shall coordinate the supervision and control of all elections of ASI, conduct a mandatory meeting for all candidates prior to the commencement of the official campaign period, announce election results, and make public all decisions of the Student Court.
- (d)** The Chair and President's Designee may be responsible for recruiting poll workers and tabulators and for providing them with instructions.
- (e)** The Chair and President's Designee shall obtain certification of each candidate's eligibility to run for office and maintain incumbency in accordance with the Bylaws.

IX.
ELECTION CODE

Section 9.1 Eligibility for Office.

- (a) The names of all candidates shall be submitted to the President of California State University, Fresno or designee for determination of eligibility.
- (b) Candidates for office shall satisfy all eligibility requirements established by the Chancellor of The California State University. [Qualifications of Student Office Holders].

Section 9.2 Nominations for Office.

- (a) Petitions shall be provided by ASI's Office and shall be available no less than sixty (60) days prior to the election, and must be returned to the Student Involvement Office no less than thirty (30) days prior to the election. If either of these dates should fall on a holiday, furlough, or weekend, the following business day shall take the place of that date.
- (b) A candidate may run for only one (1) office each election.
- (c) The names of the candidates to be used in preparing the ballot shall be as they appear on the petition.
- (d) Fifty (50) student signatures of fee paying members of ASI are required on the nomination petition for the positions of President, Vice President of Finance, and Vice President of External Affairs. Twenty-five (25) student signatures of fee-paying members of ASI are required for the position of Senator.
- (e) Petitions nominating a candidate for college/school Senator must be signed only by members of ASI who are declared majors of that college/school.
- (f) When submitting a petition, candidates must sign a statement indicating: receipt of the election code and accepting responsibility for its content, the office they seek, and adherence to all other policies and procedures pertinent to the election.
- (g) Information on all candidates accompanied by a signed notice of release, including petitions, shall be kept on file in the Student Involvement Office and shall be made available upon request. Members of the media may request additional information which may include a telephone number and/or email address enabling the media to contact the candidates.
- (h) Write-in candidates must complete proper documentation in writing and notify the Election Commission of their write-in candidacy prior to the start of the election. Write-in candidates will be subject to the same campaign guidelines as candidates who are on the ballot.

- (i) All candidates are responsible for his or her own campaign materials, actions, and/or the actions of supporters.
- (j) A slate is defined as two or more candidates who choose to advertise their candidacy on the same campaign materials. Individuals choosing to participate on a slate must fill out the Slate Recognition Form in the Student Involvement Office.
 - i. Individuals on a slate will be held equally responsible for all campaign materials, violations and other election related actions of the slate or their supporters.

Section 9.3 Campaigning.

- (a) An “All-Candidates” meeting shall take place after petitions have been submitted. Attendance by all candidates is mandatory, unless a written notice naming the individual who shall be serving as proxy is delivered to the Election Commissioner or designee prior to the meeting.
- (b) Formal campaigning is defined as the distribution, publication (including all web-based social networking websites, personal web-pages, online advertisements, etc.) or exhibition of any material advocating the candidacy of any individual or group of individuals. Informal campaigning is defined as, a candidate speaking to an individual, group or gathering about their candidacy or responding to questions in person about his/her candidacy. Formal campaigning may occur immediately after the All-Candidates meeting through the close of the election. Informal Campaigning may occur after petitions have officially been made available.
- (c) Any use of amplified sound equipment shall be in accordance with university policies [Policy on the Use of Buildings and Grounds].
- (d) Each candidate for President shall be allowed one (1) booth or comparable facility located in the free speech area to serve as a campaign headquarters. The Election Commission shall determine the area prior to the All-Candidates meeting.
- (e) No formal or informal campaigning may occur within one hundred (100) feet of an official polling booth staffed by designated representatives of the Election Commission on election days. This includes distribution or display of materials referencing candidates.

Regulations in 9.3.(f) through 9.3.(i) shall only apply on campus.

- (f) No motorized vehicles may be used in campaign presentations on campus.
- (g) No campaign materials may be distributed on or in vehicles.
- (h) Regulations for campaigning in University Courtyard are as follows:

- i.* Posters may be posted by Residence Life staff pending stamped approval from ASI and University Courtyard senior staff;
 - ii.* Handbill distribution is not permitted in University Courtyard;
 - iii.* Campaign clothing may be worn at University Courtyard;
 - iv.* Door-to-door soliciting is not permitted;
 - v.* Campaign materials may not be displayed on doors; and
 - vi.* Any other forms of campaigning not listed in sections 9.3(h).*i* through 9.3(h).*v* are not permitted at University Courtyard.
- (i) Regarding the use of posters and handbills in conjunction with political campaigns, the following restrictions shall also apply:
- i.* The maximum size permitted for printed materials is eleven (11) by seventeen (17) inches;
 - ii.* Staked posters are not allowed;
 - iii.* Posters and handbills may only be affixed to public bulletin boards and designated public posting kiosks. Only one (1) poster per candidate or slate may be posted on a single bulletin board or kiosk face. Doors; railings; sidewalks; walls; stairs; vehicles; whiteboards; classrooms; university structures and buildings; trees and windows are not permissible posting areas. Restricted boards may be used only with proper permission. Such posters must be stamped or signed by those responsible for the board;
 - iv.* Posters and handbills may not be posted or distributed in the University Student Union or the Henry Madden Library;
 - v.* Size limitations shall not apply to campaign tables or presidential campaign booths, so long as all posters, bulletins, and other signs are attached to the tables/booths and are within the dimensions of the table/booth;
 - vi.* Posters/signs may not be suspended between buildings;
 - vii.* There shall be no limit to the number of campaign materials used during elections;
 - viii.* A copy of all campaign materials used by a candidate must carry stamped approval by ASI's Office before distribution. T-shirt designs and other campaign materials that cannot be individually stamped (e.g., buttons, glossy flyers, mass quantities, etc.) must obtain written approval by ASI or the Student Involvement Office before distribution; and
 - ix.* Campaign materials shall not use the ASI official logo(s).

Section 9.4 Voting.

- (a) Only current members in good standing with ASI, those that have paid the Associated Student Body fee, are eligible to vote in general or special elections. These members may only vote once during each election, and may cast only the allowed total number of votes for each position.

 - i. Students with undeclared majors will not be allowed to vote for a College or School Senator.
 - ii. Students with multiple majors will vote for the College or School of their primary major as recognized by the University.
- (b) All current members of ASI are eligible to cast one (1) vote for candidates for President, Vice President of Finance, and Vice President of External Affairs. All current members of ASI are eligible to vote for up to eight (8) candidates for the positions of Senator At-Large. Declared majors in a College/School who are members of ASI are eligible to cast one (1) vote for their respective college/school's Senator.
- (c) Voting shall be supervised by the Office of the President of California State University, Fresno or designee in cooperation with the Election Commission. Voting will occur only online using a professional online voting service.
- (d) Voting in general elections shall occur for a minimum of two (2) consecutive school days (not counting holidays) but no more than three (3) days. The dates and hours for the general election shall be approved by the Student Senate.
- (e) Polling places, with computers available, may be located at various sites during Election Days. Locations and times of operation shall be determined by the Election Commission and approved by the Student Senate.
- (f) Notice of elections shall be announced at least two (2) weeks prior to the election.
- (g) Candidates and/or their supporters are not permitted to utilize electronic equipment, (i.e. computer, cell phone, etc.) for the purpose of providing a polling station on campus during the Election Days.

Section 9.5 Ballots.

- (a) Positions on the ballot shall be chosen by lottery at the All-Candidates meeting.
- (b) Special referendums may be placed on the ballot with a majority vote of the Student Senate, in accordance with University policy.

- (c) A candidate's name shall not be removed from the ballot after it is finalized. A candidate must inform the Election Commission before withdrawing from the election.

Section 9.6 Ballot Counting and Results.

- (a) To win the position of President, Vice President of Finance, Vice President of External Affairs, or College/School Senator, a candidate must receive a plurality of the valid votes cast for that office. To win the position of Senator At-Large, a candidate must be among the top eight (8) vote recipients.
- (b) In the event of a tie, the election shall be decided by the Student Senate with a simple majority vote, to be taken as soon as possible after the election.
- (c) The Election Commission and the President's Designee shall establish the method of counting the ballots prior to the first day of elections.
- (d) Final tallying of election results shall be conducted in public view. Any person who wishes to observe may do so, but must stay behind a clearly marked partition. Only members of the Election Commission, and the President of California State University, Fresno or designee(s) may be behind the partition.
- (e) The Election Commission Chair shall be vested with the responsibility of announcing and posting the preliminary results of the election by submitting the results to the ASI President, Student Senate, and the Office of the President of California State University, Fresno or designee no later than seven (7) calendar days after the close of the polls on the last day of elections.
- (f) An election shall be considered closed and the results final twenty-one (21) days after the preliminary results have been posted.

Section 9.7 Recounts.

- (a) Requests for a recount must be made in writing and submitted to the Office of the President of California State University, Fresno or designee, the ASI Office, or the Student Court no later than two (2) school days after the election results are posted.
- (b) Requests for a recount may only be filed by a candidate, or by his or her written designee, and only for their respective position.
- (c) A request for a recount must describe, in detail, the reason for such a request.
- (d) The Election Commission Chair shall be vested with the responsibility of organizing a recount if it is deemed necessary by the Student Court.

- (e) Only one (1) recount per office or Student Senate position will be made, unless the result of the recount determines a different winner, or if the Student Court votes to hold an additional recount. In the case that a recount determines a different winner, one final recount will be made.
- (f) A recount, when deemed necessary, must commence no later than five (5) school days following posting of the preliminary results.
- (g) In the event of a tie following a recount, the winner shall be determined by the Student Senate by a simple majority vote.
- (h) In the event that a recount occurs, only those ballots which were counted in the previous count shall be considered valid for a recount. The Election Commission Chair shall ensure that all ballots are included in the initial tabulation.
- (i) Following the tabulation of ballots and posting of the official results, ballots shall be retained online with the professional online voting service company.

Section 9.8 Disputes.

- (a) The Student Court shall be responsible for adjudicating all disputes related to ASI Elections.
- (b) All disputes regarding any violations on Election Days, or the counting of the ballots, must be submitted to the Office of the President of California State University, Fresno or designee and the Student Court no later than 3 p.m. the same day as the alleged violation, unless the violation is alleged to have occurred after 3 p.m. in which case the dispute must be submitted by 3 p.m. the following day.
- (c) All other disputes regarding elections not referenced in Section 9.8.(b) must be in writing, dated, signed by a candidate, fee paying member of ASI or a member of the Election Commission, and submitted to the Office of the President of California State University, Fresno or designee and the Student Court no later than 3 p.m. on the same day preliminary election results are posted.
- (d) A candidate or campaign worker charged with a campaign violation shall have the right to appear before the Student Court during its deliberations. Candidates or their campaign workers shall be notified of any disputes filed against them and of the hearing via e-mail and telephone at least two (2) hours prior to the hearing. The accuser, the candidate, or the person charged may be present at this hearing. The records of all disputes and hearings shall be kept in the Office of the President of California State University, Fresno or designee for thirty (30) days.

Section 9.9 Penalties.

- (a)** Disqualification will occur upon the determination by the Student Court that any of the following major code violations have been proven to have occurred:

 - i.* A repeated or willful offense of a minor code violation by a candidate or their supporters after having been notified, adjudicated, and reprimanded by the Student Court;
 - ii.* Willful destruction or defacement of another candidate's campaign materials by the candidate or their supporters; or,
 - iii.* Violation of Section 9.4.(g) regarding the use of electronic equipment.
- (b)** Minor code violations, (not a repeat of the same violation) shall result in an official reprimand and corrective action by the candidate shall be taken within 24 hours of notification by the Student Court. Three (3) such reprimands may result in a candidate's disqualification.
- (c)** The Student Court may also refer a violation to the University's Judicial Affairs Officer for possible disciplinary action.

X. RECALL POLICY

Section 10.1 Recall Definition.

- (a) A “recall” shall be defined as the procedure by which a member of the Student Senate or an Executive Officer (each hereinafter, an “elected official”) may be removed from office by a vote of the membership.

Section 10.2 Procedure

Procedures for a recall election shall be compatible with provisions of the ASI Election Code, the ASI Bylaws, and the guidelines outlined in the following:

- (a) Any elected official shall be subject to recall upon presentation to the University President or designee of a recall petition signed by a percentage of the currently-enrolled students who would be eligible to vote on the elected official’s position if an election were to be held.
 - i. To recall an elected official serving as a Senator of a College or School, the petition must be signed by fifteen percent (15%) of the currently-enrolled students who would be eligible to vote on the elected official’s position if an election were to be held.
 - ii. To recall an elected official serving as a Senator At-Large or Executive Officer, the petition must be signed by ten percent (10%) of the currently-enrolled students who would be eligible to vote on the elected official’s position if an election were to be held.
- (b) The petition must clearly state:
 - i. That the purpose of the petition is the recall of an elected official.
 - ii. The name of the elected official whose recall is being sought. Only one elected official’s recall may be sought on a single recall petition.
 - iii. Each signer’s student identification number must accompany his or her signature on the recall petition.
 - iv. If the required minimum number of signatures is gathered, they must then be verified by the Office of the Vice President of Student Affairs or designee. Each signature on a recall petition must be verified as that of a currently-enrolled California State University, Fresno student who was eligible to vote in the most recent general election.
 - v. Official petition forms will be made available upon request and must be time-stamped by the ASI Office prior to collection of signatures in order to be deemed valid.

- (c) Prior to the gathering of recall petition signatures, the person or persons leading the recall drive must either state in a letter delivered to the ASI Office, or announce in person at an Student Senate meeting, the intent to recall one or more elected officials and the name(s) of the elected official(s) whose recall is(are) being sought.
- (d) The petition drive then has thirty (30) calendar days from delivery of the letter, or announcement at a Student Senate meeting, to gather the necessary recall petition signatures, or the recall fails.
- (e) Whether the person or persons leading the recall drive deliver to the ASI Office a letter of intention to recall or make an announcement of such intention to recall at a Student Senate meeting, the above-referenced thirty (30) day period shall begin once notice has been given. Once the thirty (30) day period has begun, it cannot be extended.
- (f) The Election Commission may impose reasonable restrictions on the time, place, and manner in which recall petition signatures are solicited and obtained.
- (g) If the appropriate number of signatures is verified, then the University President must call a special election within 15 business days, excluding holidays, weekends, and campus furlough days or such longer amount of time if the University President determines that holding such a special election with such time frame is impracticable. However, in no case shall the special election be held in excess of twenty-five (25) business days after the verification of the recall petition signatures.
- (h) The voting process used for a recall election shall be identical to that of a general election.
- (i) Two-thirds (2/3) of students voting in the recall election must vote in favor of the recall in order for the elected official to be removed from office.
- (j) The Election Commission Chair shall be in charge of the special elections, as needed.

XI.
STUDENT COURT PROCEDURES

Section 11.1 Purpose of the Student Court.

- (a) Any member of ASI who desires to bring an issue to the Student Court may do so by submitting a written statement to the Chief Justice in care of the ASI Office, except if the subject pertains to ASI Election Code violations or petitions.
- (b) The Student Court shall be responsible for interpreting provisions of the Election Code and for ruling on disputes of election procedures.
- (c) Members of ASI who desire to submit violations and petitions related to the ASI Election Code shall do so by written statement to the Chief Justice in care of the President's Designee.

Section 11.2 Scheduling of Student Court Hearings.

- (a) The Student Court shall schedule hearings and gather such facts as necessary to rule on interpretations of the ASI Bylaws. Hearings shall be called by the Chief Justice, who shall, at least one (1) week prior to said hearing, except for adjudications of all disputes related to ASI elections, notify the other Justices in writing and post a notice of a hearing inside or directly outside the ASI Office.
- (b) All disputes related to ASI Elections shall be heard and adjudication shall be rendered at a regularly scheduled meeting occurring each Election Day, or at a special meeting occurring prior to the first Election Day or after the last Election Day. The Chief Justice will be required to ensure that proper notice is posted for all such meetings in accordance with the law.
- (c) With respect to all meetings at which hearings will be held regarding disputes related to ASI Elections, and in addition to the Chief Justice's responsibilities to ensure that proper notice is posted, the Chief Justice will be required to notify the other Justices, all involved candidates via email and telephone at least two hours prior to the meeting.
 - i.* The designated time and place of regular meetings at which hearings will be held for adjudication of disputes related to ASI Elections shall be determined by the Student Court and announced at the All Candidates meeting.

Section 11.3 All candidates, or designated proxy, will be required to be available during Election Days to attend any necessary hearings in which they may be involved. Rules for Student Court Hearings.

- (a) During a hearing, the petitioning party and defendant shall each have fifteen (15) minutes to present a case. After this presentation, each party shall have ten (10) minutes to rebut. After the two rebuttals, each party shall have five (5) minutes to present a closing rebuttal. Unused time shall be considered to be yielded.
- (b) Once the case has been presented by the parties, the Justices of the Student Court may ask questions to the parties in the case.
- (c) Interested parties besides the petitioning party and defendant may present written briefs to the Student Court, but may not address the Student Court.
- (d) Student Court hearings shall be open to the public.
- (e) A quorum of the Student Court shall consist of a majority of Justices. A ruling shall require the concurrence of at least three (3) Justices to be binding. Once the case has been presented and any questions asked, the Student Court shall deliberate immediately in open session and render a decision within twenty-four (24) hours.
- (f) The President of the University, or his/her designee, shall be notified, in writing within five (5) business days, of all rulings made by the Student Court.
- (g) Any decision of the Student Court regarding elections may be appealed, in writing, to the President of the University, or his/ her designee. Failure by the Student Court to hear a case within thirty (30) calendar days shall be deemed a decision against the petitioning party, which may be appealed, in writing, to the President of the University, or his/her designee.
- (h) In adjudications of all disputes related to ASI Elections, the failure by the Student Court to hear ASI Election disputes that occur prior to Election Days within three (3) calendar days shall be deemed a decision against the petitioning party, which may be appealed, in writing to the President of the University, or his/her designee.
- (i) In adjudications of all disputes related to ASI Elections, the failure by the Student Court to hear ASI Election disputes that occur during ASI Election Days within 24 hours shall be deemed a decision against the petitioning party, which may be appealed, in writing to the President of the University, or his/her designee.

XII.
SPONSORED ACTIVITY GRANT FUNDING POLICY

Section 12.1 Sponsored Activity Grant Procedures

- (a) Student organizations receiving funding must be officially recognized by the Office of Student Involvement.
- (b) Funding will be allocated to student organizations for individual events/programs that will most directly benefit current California State University, Fresno students as a whole.
 - i. The Finance Committee and Student Senate have full discretion over which events provide the most direct benefit.
- (c) Events/programs must be on campus, and attendance shall be open and free of charge to all California State University, Fresno students.
 - i. Only in special circumstances, which may include an event where a student club/organization cannot realistically or reasonably provide a valuable service to students without charging a fee, will the Finance Committee consider allowing an admission charge.
 - ii. The Finance Committee must approve any admission charges prior to the event.
- (d) Applications must be submitted/received in the ASI Office not less than five (5) weeks prior to an event or program exceeding \$1,000. A review of the application is guaranteed up to at least two weeks before the event date.
 - i. Applications must be submitted to the ASI Office not less than three (3) weeks prior to an event/program not exceeding \$1,000. A review of the application is guaranteed up to at least one week before the event date.
 - ii. Applications for the academic year will be accepted at the beginning of each new fiscal cycle.
 - iii. A review of an application is guaranteed within ten weeks of reception.
 - iv. The Finance Committee, with the approval of the Vice President of Finance, may choose to consider a late application if circumstances warrant such consideration.
- (e) A single event/program for funding purposes includes any related activities, such as auditions and rehearsals held on campus.
- (f) No more than \$3,000 shall be allocated to any organization in any one academic year.

- i.* No club shall receive funding during the summer semester.
 - ii.* No more than \$6,000 is to be allocated for a single event, regardless of the number of clubs applying for funds.
- (g)** The Finance Committee shall review all funding allocations.
 - i.* The Finance Committee has the power to approve all applications not exceeding \$1,000.
 - ii.* The Finance Committee shall review all applications exceeding \$1,000 and make recommendations to the Student Senate. Any allocation exceeding \$1,000 must be approved by the Student Senate by a simple majority vote.
- (h)** Funding will be allocated in five (5) categories: Entertainment, Facility Charges, Publicity, Supplies, and a miscellaneous Other category.
 - i.* Entertainment/Speakers' Fees. Funds may be used to pay an honorarium to certain performers, event officials, or performance groups, and may include travel expenses, one night's lodging, and the state regulated meal per day cost (meal per diem). Paid performers may not be Fresno State students, student organizations, faculty, staff, or administrators.
 - ii.* Facility Charges. Funds may be used for rental, security, and technician needs.
 - iii.* Publicity. Funds may be used for the printing of material and the publicity of an event or program sponsored by the organization. A copy of any publicity, including flyers or brochures, shall be submitted with an expense form. All publicity for the funded event must give credit to ASI, using the approved, official logo of ASI as seen below:



- iv. Supplies. Funds may be used only for materials in conjunction with a specific program or event.
- v. Other: Additional funds may be granted for items not otherwise mentioned in the above categories. The allocation of funds through this category shall be at the discretion of the Finance Committee and must be consistent with the funding guidelines and fiscal policy of ASI.
- (i) ASI specifically shall not fund the following: basic operational costs (i.e., office supplies, booth supplies, general printing), food (water excepted), water bottles, clothing, personal gifts, awards, insurance, postage, and travel.
- (j) All applications must show that the event(s) are being advertised to the Fresno State campus as a whole.
 - i. ASI reserves the right to advertise Sponsored Activity Grant funded events to students on behalf of the organization(s) putting the event on.
- (k) Organizations are required to submit an “Event Summary” form to the ASI office within 14 days of their event.
 - i. Failure to submit an event summary on time may affect the approval of future applications at the discretion of the Finance Committee.

Section 12.2 Club Sports.

- (a) Club Sports, officially recognized by the University as such, may apply for the funding of their insurance from ASI's budget line item "Club Sports Insurance."
- (b) Club Sports may apply for funding for non-event specific costs at any time during the year.
- (c) All funding for Club Sports must meet the Student Organization Funding Guidelines, with the exception that Club Sports may hold some of their events or practices off campus.
- (d) Appropriate funding for Club Sports may include the cost of providing event officials (referees), equipment, league fees, athletic trainers, and coaches.
- (e) Club sports may apply for funding for uniforms as long as the uniforms are not personalized, and remain with the team for three years. Club sports may only apply for funding for uniforms once every three years.
- (f) ASI does not cover travel or registration for specific events; all other restrictions listed in this policy apply.

Section 12.3 Appeals, Amendments and Disbursement of Funds.

- (a) Organizations that are dissatisfied with the total amount allocated to the event or denied funding by ASI should file an appeal in writing within thirty (30) days of the decision notification.
 - i. The Finance Committee will evaluate the appeal and decide if a different allocation should be made.
 - ii. Should the organization wish to file a second appeal, it may appeal the Finance Committee's decision to the Student Senate.
 - iii. The Student Senate may overturn the Finance Committee's decision with a simple majority vote.
- (b) Organizations that are satisfied with the total amount allocated, but would like to divide the amounts differently amongst the categories of one event and/or between events should file an amendment. The Vice President of Finance will evaluate the amendment and decide if it should be approved in whole, in part, or if the original allocations still stand.
- (c) The organization receiving the funding shall submit completed Expense Forms to the ASI Office within forty-five (45) days after the event occurs or by June 15, whichever comes first. Exceptions may be made if the Vice President of Finance receives and approves a formal request made by the organization.
- (d) Any monies unspent by the student organization after the forty-five (45) day period (unless extended by the Vice President of Finance) shall be transferred to the Sponsored Activity Grant account to be reallocated through the Sponsored Activity Grant process. All allocations from sponsored activity funds must be spent by May 1st of each year. At fiscal year-end, all unspent funds shall be transferred to ASI reserves, as outlined in the Fiscal Policy and Reserve Policy.

Section 12.4 Violations.

- (a) Violations of this policy shall be determined by the Finance Committee, in consultation with the Executive Officers. If it is determined that a violation of this policy has occurred, the violator(s) shall be informed of this by the ASI Office. The Finance Committee may place sanctions on current and/or future allocations. A student organization may appeal the Finance Committee's decision to the Student Senate.

XIII. FISCAL CODE

This Fiscal Code has been developed to ensure continuity in the fiscal operations of ASI and to ensure that equity is given to all areas being funded. Any and all areas, programs, groups, etc., that receive any amount of funding or are involved financially with ASI (directly or indirectly) shall adhere to the regulations outlined in this Fiscal Code.

Section 13.1 General.

- (a) In accordance with Title 5 of the California Code of Regulations, each year ASI shall approve the budget for the following operating year. The operations are subject to the Financial Accounting Standards Board (FASB) policies and all other policies that govern student body organizations.
- (b) The ASI budget shall be divided into four (4) sections: Administrative Operations, Administrative Programs, Programs and Services, and Reserves.
- (c) As prescribed in EO 369, the budget shall be prepared by students with appropriate campus consultation. The ASI Vice President of Finance, in consultation with the Finance Committee and appropriate staff President's Designee, shall review the placement of the existing budgeted areas in the budget sections and shall place new areas within the proper sections as necessary.
- (d) The Vice President of Finance shall act as the chief student financial officer and be responsible for the fiscal operations of ASI.

Section 13.2 Annual Budget Procedures.

- (a) In accordance with Title 5 of the California Code of Regulations and applicable CSU policies, ASI shall be responsible for publicizing the budget process thirty (30) days prior to the deadline of budget applications.
- (b) All requests for funds must be submitted on the appropriate ASI forms and be signed by the ASI Coordinator.
- (c) In accordance with EO 369 and other applicable policies, budget hearings for each of the budget sections shall be held by the Finance Committee during which budget areas, sponsors, and interested parties may appear before the committee to explain their requests and give the committee an opportunity to ask questions.
- (d) As outlined in EO 369, the final ASI budget with any appropriate explanations shall be submitted in writing to the University President no later than eight (8) weeks prior to the end of the fiscal year. The University President shall have ten (10) business days to approve or reject the budget, in whole or in part.
- (e) Should the University President not approve the ASI budget, the guidelines set forth by the Chancellor shall be followed.

- (f) Once the University President has approved the budget, ASI officials and staff shall notify all organizations that requested funding of their final allocation and the line item breakdown.

Section 13.3 Disbursement of Funds.

- (a) All payments must be processed on an Expense Form.
- (b) Payment can be made on individual expenditures providing that they are in compliance with this policy and all other pertinent policies and statutes.
- (c) A signature verification card or applicable form must be completed and on file in the ASI Office before any Expense Forms are processed for payment.
- (d) All funds allocated to departments, organizations, or individuals external to ASI's must have a signed Memorandum of Understanding (MOU) on file before any funds will be released. This MOU must be signed by the President, the Vice President of Finance, and at least one representative of the party receiving the funding in order for the payment/transfer of funds to be officially approved/authorized. The MOU must clearly stipulate the approved use of the funds as well as the procedures for the removal/termination of funding, should it be determined that the organization violated any of the terms of the MOU.
 - i. Any such funds allocated to external parties should be transferred to a designed ASI account and expensed through ASI Expense Forms, following the policies and procedures set forth in this document. Only under unique circumstances, during which the Student Senate has explicitly approved the transfer of funds to external banking accounts and/or through a direct check, will this procedure not be followed.

Submission

- (e) The Expense Form, with all supporting documentation, shall be submitted to the ASI Office.
 - i. Expense Forms for payment and all other forms must be filled out completely.
 - A) All Sponsored Activity Grant Expense Forms must have the signature of the faculty/staff advisor for the activity.
 - B) Original itemized receipts, and/or proof of cash outlay, must be submitted with the Expense Form.

Section 13.4 Miscellaneous.

- (a) Any expense of more than Five Thousand Dollars (\$5,000) not within the inhaled expenses of a pre- approved budget category or line item must be approved by the Student Senate by a simple majority vote. The Student Senate shall be notified of the purchase of any depreciable item (a cost of \$5,000 or more).
- (b) ASI shall not be responsible if an organization overspends its budget during any fiscal year. ASI shall have in place the appropriate measures to ensure that expenses that would result in overspending an allocation are not authorized. In case such expenses become legally or otherwise organizationally necessary, expenses above the allocated budget total shall be the responsibility of the organization.

Section 13.5 Violations.

- (a) Failure to comply with the procedures outlined in this Fiscal Policy may result in the incurring of personal liability. ASI shall not be held responsible for any unauthorized expenditures or debts incurred by a budgeted area and/or an individual.
- (b) Violations of the Fiscal Policy shall be determined and handled by the Executive Officers or appropriate supervisors, in consultation with the Auxiliary Services Accounting Department. If it is determined that a violation of the Fiscal Policy has occurred, the violator(s) shall be informed of this by the ASI Office and shall take necessary steps to make corrections.
- (c) Allocated funds will not be released to an organization until all violations have been corrected.

Section 13.6 Reserves.

- (a) ASI will maintain Reserves as outlined in the Reserve Policy.
- (b) All unspent funds from each fiscal year or any deficits occurring shall be transferred to these Reserves as part of the fiscal closing procedures.
- (c) Expenditures from Reserves must be approved by a two-thirds (2/3) vote of the members of the Student Senate then in office and the University President.

XIV. RESERVE POLICY

Section 14.1 Purpose.

As required by the Education Code and Title V, each California State University auxiliary organization is required to conform to the policies of the Board of Trustees and of the campus President.

The Chancellor's Office has the responsibility of implementing financial standards applicable to all California State University auxiliary organizations to assure their fiscal viability (ref: Ed. Code, 89904 (b)) and to implement policies for the uses of indirect costs (ref. Ed Code 89904 (d)). The guidelines for fiscal viability, use, and division of indirect costs are to be consistent with the educational mission of the campus. (ref: Ed. Code, 89904, 89905).

Each auxiliary governing board has authority and responsibility for the organization's affairs within the context of policies of the Board of Trustees and the campus. The following guidelines are policy of the Board of Trustees and, therefore, shall be implemented by the campus President and the auxiliary governing board.

Section 14.2 Review of Fiscal Viability.

Annually, the Board of Directors ("Student Senate") of Associated Students, Inc. ("ASI") shall review the fiscal viability of the auxiliary organization. This review will include:

1. A review of management functions to ensure provisions for adequate professional management (ref: Ed. Code, 89904(b)).
2. An evaluation of the need to establish reserves in the following areas:
 - (a) Working Capital for Operations
 - (b) Capital Replacement
 - (c) Planned Future Operations (future new business requirements which have been recognized by the campus and the auxiliary organization as appropriate and within the educational mission of the campus)
3. The establishment and/or revision of reserves and their funding levels in accordance with the above evaluations.
4. The submission of a report annually through the Student Senate to the President which includes a plan to build and maintain appropriate reserves. This Report on Net Assets is prepared annually after the completion of the annual external audit. This report may be a part of the annual budget submission.

The fund balances for each reserve will be included in the Report on Net Assets and presented to the Student Senate and the University CFO at the end of each fiscal year. The Report on Net Assets includes the Board established minimum reserve limits as well as the methodology used to determine adequate reserve levels as compared to annual operating expenditures. The Student

Senate shall evaluate the type of reserve accounts required and funding levels of each reserve. Expenditures cannot be made out of reserves without Student Senate approval.

Section 14.3 Established Reserves.

The Student Senate has approved the establishment of the following reserve(s):

A. WORKING CAPITAL/CURRENT OPERATIONS RESERVE

(a) Business Objective

The working capital reserve shall exist to ensure that ASI can adequately meet the cash flow requirements necessary for its normal daily operations.

(b) Minimum Reserve Requirement

The minimum account balance for this reserve shall be \$200,000.

(c) Contribution Method

Annually, 25% of any surplus funds generated from operations will be distributed to this reserve.

B. CAPITAL REPLACEMENT RESERVE

(a) Business Objective

The capital replacement reserve shall exist to ensure that ASI can cover the repair or replacement cost of existing assets, such as major equipment and facilities.

(b) Minimum Reserve Requirement

The minimum account balance for this reserve shall be \$50,000.

(c) Contribution Method

Annually, 25% of any surplus funds generated from operations will be distributed to this reserve.

C. PLANNED FUTURE OPERATIONS RESERVE

(a) Business Objective

The planned future operations reserve shall exist to provide ASI with a source of funds for major projects, programs, or partnerships which have been recognized as within the mission of ASI and of the campus.

(b) Minimum Reserve Requirement

The minimum account balance for this reserve shall be \$50,000.

(c) Contribution Method

Annually, 50% of any surplus funds generated from operations will be distributed to this reserve.

XV. FIXED ASSET POLICY

It is the policy of Associated Students, Inc. (ASI) to establish a system to maintain, control and protect its physical assets. This policy seeks to record, control and manage all existing ASI assets and those assets acquired in the future. To accomplish this, the following procedures have been implemented.

Section 15.1 Capitalization and Depreciation Threshold.

The limit for capitalizing a fixed asset is \$5,000. A fixed asset is any capital asset purchase with an effective usable life of more than one year and a cost of \$5,000 or more. Certain repairs of equipment may be capitalized if the repair prolongs the usable life of the capital asset to more than one year.

Computers and computer related equipment are generally depreciated over three (3) years. Furniture and fixtures are generally depreciated over five (5) years. Building improvements and leasehold improvements are depreciated over their estimated useful life or the term of the lease, whichever is shorter. All assets are depreciated using the straight-line method of depreciation. The Association Controller may determine at the time of acquisition that an asset may have an estimated life longer/shorter than the suggestions above.

Section 15.2 Periodic Inspection.

The Association's Accounting Office will request annually an updated equipment listing from ASI and this list should include any new assets that have been purchased since the end of the prior fiscal year. An updated equipment listing and depreciation schedule will be provided to ASI by the Association for use in developing the annual budget for the next fiscal year. It is ASI's responsibility to visually identify every asset on the list, record any changes or corrections, note any assets that have been disposed of or may be missing, and identify any new assets that were not included in the database. Annually, ASI will conduct a physical inventory to verify the fixed asset records.

Section 15.3 Transfer of Assets to the State.

Assets transferred to the State/University require approval by the ASI Student Senate.

Section 15.4 Disposal of Assets.

Assets purchased with ASI operating funds can be sold for cash or used for trade-in value with approval by the ASI Student Senate.

XVI.
ACCOUNTS PAYABLE DOCUMENTATION OF EXPENDITURES POLICY

Section 16.1 Guidelines.

The following guidelines will be followed to ensure appropriate expenditures:

- (a) All requests for payment, including reimbursements, must be submitted on a standard ASI expense form.
- (b) Authorizations for payment must be accompanied by complete and appropriate supporting documentation, including original invoices or receipts, a detailed explanation of the purpose of the expenditure and appropriate signatures.
- (c) Original invoices must accompany Expense Forms that are submitted as supporting documentation. Expense Forms without supporting invoices are not sufficient documentation for payment, except for finance charges. Vendor monthly statements, packing slips, photocopied or faxed copies of invoices or receipts for reimbursement are not sufficient documentation and will delay payment.
- (d) In the unusual event that an original invoice has been lost or destroyed, a facsimile or photocopy may be accepted as supporting documentation when submitted with an ASI form entitled "INVOICE."
- (e) Expense forms must include a detailed description of the expenditure including invoice number, where applicable, and description of the product, purchase or expense.
- (f) All requests for reimbursement must be signed by the club/organization's student representative and the advisor prior to processing. Reimbursement checks will be issued pursuant to the management service agreement (MSA) between ASI and Auxiliary Services. Generally, checks are issued within ten (10) business days and mailed to payee unless otherwise indicated on the expense form.

XVII.
TRAVEL REIMBURSEMENT POLICY

Section 17.1 Purpose.

- (a) Since auxiliary organizations have a special relationship with the CSU, their travel reimbursement policies should generally parallel those policies applicable to the CSU.
- (b) These procedures apply to all ASI employees (full-time and part-time) authorized to travel on official ASI business.

Section 17.2 Definitions.

For the purposes of this policy, the following definitions will apply:

- (a) Headquarters. Headquarters shall be defined as the place where the employee spends the largest portion of regular work days or working time, or the place to which the employee returns on completion of special assignments. For most employees, the headquarters will be the Fresno State campus.
- (b) Subsistence Expenses. Subsistence expenses consist of expenses for meals and lodging incurred when traveling.
- (c) Business Expenses. Business expenses consist of business phone calls and other communications, emergency clothing, and necessary equipment or supply purchases.

Section 17.3 Travel Claim Form (Expense).

- (a) No travel expense reimbursement shall be paid unless the employee has submitted an approved Travel Claim. Claims shall be submitted for reimbursement within 30 calendar days from the date of travel and shall include the following (claims submitted beyond 30 days may not be reimbursed without justification from the employee's supervisor):
 - i.* Expenses are properly itemized, accompanied by the necessary original invoices/receipts, and approved by the employee's supervisor and authorized account signer.
 - ii.* The signature of the account signer responsible for ensuring funding availability, appropriateness of travel, demonstrable benefit to the auxiliary and/or University, and for ensuring completeness of supporting expense documentation including a copy of the published agenda for attendance at any conferences/meetings.
 - iii.* If an employee is permitted to use a personal vehicle in the course and scope of "auxiliary organization business", the auxiliary shall verify that

the employee has and maintains personal automobile liability insurance and that the employee's personal vehicle is in safe mechanical condition as defined by State of California 2001 Vehicle Code, General Provisions, Division 12.

- iv. To be eligible to receive reimbursement of mileage expenses or use of a rental car, the employee (driver) must have a valid California Driver's License and shall have completed the University's Defensive Driving Certification program at <<http://www.csufresno.edu/ehs/training.htm>>. In addition, each auxiliary has secured insurance coverage for Auto Physical Damage Liability provided through the Auxiliary Organization Risk Management Authority (AORMA).
- (b) Each employee, when making a claim for travel expenses, must show the dates of each trip for which allowances are claimed and the times of departure and return. Time of departure and return, as used herein, means the time the employee starts from or returns to the office or, when leaving on a trip or returning from a trip without going to the office, home.
- (c) Each employee must state the purpose or objective of each trip (*including address of destination and name of event*) for which reimbursement is claimed, and for each meal for which reimbursement is claimed. This must include a justification as to the demonstrable benefit the trip has to the auxiliary and/or the University,
- (d) Each employee must show headquarters address and primary dwelling address on the Travel Claim form.
- (e) If travel expenses are to be reimbursed by a sponsored program (grant/contract), any restrictions contained in that agreement or the Grantor's policies supersedes this policy. In absence of policies from the Grantor, this policy will apply to all sponsored program travel.
- (f) Receipts in a foreign currency must be accompanied with a Foreign Travel Exchange Rate conversion table for the date on which the goods or services were received. This can be obtained from <<http://www.oanda.com>>.
- (g) If a Travel Advance has been received, said amount must be noted on the Travel Claim form and must be deducted from the total amount of reimbursement.
- (h) In situations where one employee is paying for the travel expenses (i.e. hotel costs, conference fees, etc.) for other employees, the documentation must provide proof of payment for each individual employee. Subsistence (per diem) will be paid to each employee individually and not to their supervisor or other auxiliary employees,
- (i) In cases where receipts cannot be obtained or have been lost, a statement to that effect shall be made in the expense account and the reason given. In the absence of satisfactory explanation of the amount involved, the expense shall not be allowed,

- (j) Conference registration fees may be paid in advance directly by the auxiliary corporation or may be paid by the employee and then submitted on the Travel Claim form for reimbursement. If fees are paid directly by the auxiliary corporation (either via credit card or purchase order), the employee should note accordingly on the Travel Claim form and attach supporting documentation.
- (k) It is the practice of the auxiliary organizations to reimburse employees for expenses incurred with their business travel and not to issue checks directly to the credit card issuer. Exceptions require the approval of the Executive Director or his/her designee. Each employee must completely fill out the applicable Auxiliary Corporation Travel Claim form.

Section 17.4 Subsistence Allowance.

- (a) The auxiliary corporation's maximum allowable per diem (allowances) amounts will be consistent with approved CSU rates. Receipts are not required for meals.
- (b) Computation of Allowances:
 - i. If the travel begins at 7 a.m. or before, a breakfast may be claimed; if the travel begins at 11 am. or before, a lunch may be claimed; if the travel begins at 4 p.m. or before, a dinner may be claimed. On return, if the travel extends past 9 a.m., a breakfast may be claimed; if the travel extends past 2 p.m., a lunch may be claimed; if the travel extends past 6 p.m., a dinner may be claimed.
 - ii. Employees who travel for less than 24 hours may not claim any lunch allowance. When travel is less than 24 hours and a breakfast and/or dinner is being claimed, those meals are reportable and subject to withholding (HR 2008-10, 105.C.1b-c).
 - iii. Actual lodging costs (supported by a voucher/receipt) may be claimed if the travel extends overnight.
 - iv. An additional Seven Dollars and No Cents (\$7.00) incidental allowance may be claimed for each twenty-four (24) hour period. The term "incidental allowance" includes, but is not limited to fees and tips for services such as for waiters and baggage handlers. It does not include expenses for laundry, cleaning and pressing of clothes, lodging taxes, cab fares, telephone calls and other communication expenses (facsimiles, internet connection, etc.). There is no reimbursement allowed for in-room movies or refreshment bar expenses.

Section 17.5 Meal Expenses.

- (a) Business-Related Meals: When it is necessary for employees to conduct official University or auxiliary corporation business during a meal, they may be reimbursed if substantiated by a voucher/receipt and an approved Community Relations Authorization. Business related meals cannot be claimed on a Travel Expense Form or paid to the employee as per diem.
- (b) Meals at Conventions, Conferences or Workshops: Where a registration or other fee for a convention, conference or workshop includes meals, claims for meal or subsistence (per diem) expenses may not be submitted. In the event the employee must forgo the provided meal for health or business reasons, a receipt must be submitted for the meal that is purchased in lieu of the provided meal. An explanation for the purchase must accompany the claim. The purchased meal will be reimbursed provided it does not exceed the maximum allowable amount for subsistence (per diem).

Section 17.6 Travel Advance.

- (a) Each auxiliary corporation will determine if travel advances are allowable and may only approve such expenses under certain extraordinary circumstances. If allowable, the travel advance must be reasonably calculated to not exceed estimated expense of trip. If a trip is cancelled or postponed indefinitely, the full amount of the advance must be returned immediately.
- (b) As business circumstances warrant (e.g. to secure discount airfare, lodging, etc.) an employee may receive a travel advance before the expense is paid or incurred if approved by the employee's supervisor/authorized account signer.
- (c) The Travel Advance Form can be submitted within a reasonable period of time not to exceed sixty (60) days prior to actual travel dates. A Travel Claim with actual receipts must be submitted no later than thirty (30) days after the date of travel.

Section 17.7 Transportation Expense.

- (a) Prudent judgment shall be exercised in the selections of mode of transportation. Actual costs shall be reimbursed, based upon the supporting documentation. Use of personal vehicles for ASI business shall be reimbursed at the annual mileage reimbursement rate as determined by Auxiliary Services based on miles calculated from the ASI Office.
- (b) Transportation expenses consist of the charges for private car mileage allowances; overnight and day parking of vehicles; bridge and road tolls, necessary taxi, bus, streetcar, and rapid transit fares; and other charges essential to the transport to and from the official headquarters.

- (c) Employees are encouraged to use the American Express Government corporate credit card to obtain government rates for savings on airlines, hotels, rental cars, etc.
- (d) In any case in which reimbursement for expenses of transportation by private automobile or privately owned airplane is claimed, the license number of the automobile or the civilian airplane license number as well as the name of each employee being transported shall be stated.
- (e) Expenses arising from travel between home and headquarters are not allowed. Where a trip is commenced or terminated at the claimant's home, the distance traveled shall be computed from the employee's headquarters.
- (f) No reimbursement will be allowed for transportation expense when the employee uses a privately owned motorcycle or motor-driven cycle.
- (g) Reimbursement for costs associated with a vehicle rental including gasoline charges is allowable when substantiated by a voucher/receipt. Reimbursement does not include expenses for a damage waiver which is not required when renting from an authorized rental agency or when expense is charged to the American Express Government corporate credit card.
- (h) No reimbursement will be made for traffic/parking tickets or fines.
- (i) No reimbursement will be allowed for expenses for spouses or other non-essential individuals traveling with the traveler unless deemed necessary and approved, in advance, by the appropriate University Vice President or the University President.

Section 17.8 Transportation by Aircraft.

- (a) Employees are responsible to coordinate their own air travel arrangements at the most cost effective price. Allowable extra charges may include a checked baggage fee or administrative fees for itinerary or schedule changes. Such fees may be claimed for reimbursement when incurred for business purposes. Travel/accident insurance is not a reimbursable expense; however, there are exceptions for foreign travel. Employees should contact the applicable auxiliary corporation for questions about foreign travel insurance requirements.
- (b) Privately Owned Aircrafts. A claim of any employee for transportation by privately owned aircraft shall be allowed if the employee has obtained prior approval from the University's Risk Manager.

- (c) Payment for air travel (coach class only) should be made on the employee's personal credit card or American Express Government credit card. If the employee has been issued a corporate credit card by their auxiliary corporation for business related expenditures, the employee should seek prior approval from their immediate supervisor prior to charging travel expenses to that corporate credit card. A copy of the travel receipt plus a copy of the credit card statement should be attached to the Travel Claim form and noted accordingly to ensure that the employee is not reimbursed for that cost if the credit card statement is paid directly by the auxiliary corporation.
- (d) Employees may accrue their own frequent flier mileage for trips taken on official auxiliary and/or University business. The auxiliaries do not reimburse employees for tickets purchased with frequent flyer miles,
- (e) Employees may use their airline miles to upgrade as long as the airfare purchased is the lowest available economy class airfare. Employees purchasing a more expensive airfare to obtain the upgrade must pay the difference between the lowest fare available and the fare purchased. The source of an upgrade must be noted on the Travel Expense Form.
- (f) Employees will not be reimbursed for dues for membership in airline clubs, except in situations where an extraordinary amount of business travel is required as part of an employee's job responsibilities. Expense authorizations require the approval of the Executive Director or his/her designee.

Section 17.9 Transportation by Private Automobile.

- (a) Where claimant is authorized to operate a privately owned automobile, the following rates will be allowed:
 - i.* Standard Rate: The CSU standard business mileage reimbursement rate will be utilized.
 - ii.* Rate of Travelers with Physical Disabilities: Employees who must operate a motor vehicle because of a physical disability or must operate only specially equipped or modified vehicles may claim up to fifty- two cents (\$0.52) per mile with certification as follows:

"I certify that the actual cost of operating my vehicle is equal to or greater than the rate claimed."
 - iii.* Supervisors who approve claims pursuant to this subsection have the responsibility of determining the need for the use of such vehicles, in accordance with the Americans with Disabilities Act and other applicable laws and regulations.
- (b) Ferry, bridge, or toll road charges shall be allowed; however, fines for not paying such charges in an appropriate fashion shall not be.

- (c) Expenses for gasoline or routine automobile repairs/maintenance are not allowable for reimbursement. Expenses for gasoline used for a privately owned automobile should not be charged to an auxiliary corporate credit card and should be reimbursed as a direct expense.
- (d) The rates of reimbursement for mileage set out in this section include the cost of maintaining liability insurance at the minimum amount prescribed by law and collision insurance sufficient to cover the reasonable value of the vehicle, less a standard deductible. When a privately owned vehicle operated by an employee is damaged by collision or receives other accidental damage, reasonable reimbursement for repair shall be allowed under the following conditions:
 - i. The damage occurred while the vehicle was being used on auxiliary corporation business with permission or authorization of the employing auxiliary corporation;
 - ii. The vehicle was damaged through no fault of the employee;
 - iii. The amount claimed is an actual loss to the employee, which is not recoverable either directly or through the insurance coverage of any of the parties involved in the accident;
 - iv. The amount of the loss claimed does not result from a decision of an employee not to maintain collision coverage;
 - v. The claim is processed in accordance with prescribed procedures.

Section 17.10 Travel Expenses for Job Candidates.

- (a) Reimbursement may be allowed for travel expenses of job candidates who are called for employment interviews. Travel expenses for spouses of candidates may also be reimbursed, if approved in advance. Reimbursement will be for actual expenses incurred and must be approved by the University President, the appropriate University Vice President, or the respective auxiliary Executive Director.

Section 17.11 Moving and Relocation Expenses.

- (a) Reimbursement may be allowed for actual moving and relocation expenses and must be approved by the University President, the appropriate University Vice President, or the respective auxiliary Executive Director.

XVIII. CORPORATE CREDIT CARD POLICY

In the course of its business operations, Associated Students, Inc. of California State University, Fresno (“ASI”) may provide the ASI Executive Officers, ASI Coordinator, and Office Manager with a corporate credit card as needed according to position responsibilities. A list of those individuals with corporate credit cards will be maintained by the Vice President of Finance and the Office Manager, and a copy of this information will be provided to the ASI Coordinator, the ASI Advisor, and Association Human Resources. Credit cards are to be used exclusively for ASI business. In order to ensure proper fiscal accountability, the following rules have been established for employee use of corporate credit cards.

Section 18.1 Purpose.

Corporate credit cards are provided as a matter of convenience to facilitate the payment of expenses incurred for ASI business purposes only. These credit cards are not to be used for personal purchases of any kind. Violation of this portion of the policy may be grounds for University disciplinary action and/or termination of employment.

Section 18.2 Authorized Individuals.

The ASI President, Executive Vice President, Vice President of Finance, Vice President of External Affairs, ASI Coordinator and Office Manager are authorized to hold ASI corporate credit cards, subject to the terms, conditions, and rules set forth in this policy. Other employees may be authorized to hold corporate credit cards upon approval of the ASI President, one other Executive Officer, and the Coordinator.

Section 18.3 Documentation of Expenses.

All employees shall, if possible, discuss credit card purchases in advance with the Vice President of Finance and the ASI Coordinator. An original receipt must be provided to the Office Manager in order for credit card payment to be processed. Refer to the Accounts Payable Documentation of Expenditures Policy for more details.

Section 18.4 Maximum Individual Expenditure.

Corporate credit cards may be used for individual purchases up to \$1,000. In order to ensure fiscal accountability and budgetary control, purchases exceeding this amount must have advance written approval of the Vice President of Finance and the ASI Coordinator prior to incurring the expenditure. There is a maximum limit of \$5,000 per credit card at any given time.

Section 18.5 Procurement.

Credit cards should not be used to circumvent the normal system of procurement as defined in ASI’s Fiscal Policy.

Section 18.6 Travel.

For travel related expenses, employees must obtain a travel advance for per diem or receive reimbursements for meals. Corporate credit cards may be used for other travel-related expenses such as lodging, car rentals and gas are acceptable for credit card use. All employees should, if possible, discuss such arrangements with the appropriate supervisor before the travel occurs.

Section 18.7 Cancellation of Cards.

At the end of ASI Executive Officer's term, or termination/separation of an employee, the Office Manager will retrieve the credit card from the employee and immediately implement necessary actions to cancel the card with the issuer.

Section 18.8 Reporting Lost or Stolen Cards.

The person to whom a credit card is issued is responsible for its safekeeping. The loss of a credit card must be reported immediately by the employee to the Office Manager and the Vice President of Finance to ensure the card is cancelled. The Office Manager will take proper steps to notify the credit card issuer of the loss of a credit card.

Section 18.9 Late Fees and Finance Charges.

It is the policy of ASI that payments should be processed in a timely manner so as not to incur late fees or finance charges. Each employee is personally responsible for ensuring that all receipts are submitted to the Office Manager within 5 working days after an expense is incurred. The Office Manager is responsible for ensuring that the expense form and the approved authorization is received by the ASI's Accounting Office at least 10 working days prior to the published credit card payment due date. Repeated late fees or finance charges on the account may result in the loss of the holder's corporate credit card privileges and/or disciplinary action.

Section 18.10 Exceptions.

No exception may be made to this policy without the written approval of the Vice President of Finance or ASI President, and one other Executive Officer.

XIX. ADVERTISEMENT POLICY

The following applies to all material that bears the ASI Logo:

Section 19.1 Advertisement Approval Process.

- (a) All advertisements must be submitted to ASI for approval before being published.

Section 19.2 Restricted Material.

- (a) ASI will not approve advertisements that contain the following:
 - i.* Gambling of any kind, including sports gambling;
 - ii.* Entertainment and services involving or suggesting sexual themes, including erotic dancers, strip tease shows, and phone sex;
 - iii.* Term papers or any other academic work designed to encourage student cheating; or
 - iv.* Inappropriate behavior, such as excessive or illegal consumption of alcohol.
- (b) In consideration of the University's Alcohol Policy, ASI does not accept advertisements that promote the prices of alcoholic beverages (e.g., reduced prices drink specials, two-for-one, specials, etc.).
- (c) ASI reserves the right to refuse an advertisement that is considered to have inappropriate subject matter including prejudicial, obscene, sexist, racist, or any other content considered by ASI to be unsuitable.

Section 19.3 Other Provisions.

- (a) Additionally the phrase "[Name of Advertiser] promotes responsible drinking" must be included in any ad that mentions alcoholic beverages, and those words must be prominently displayed and readable.
- (b) All subject matter is contingent on the approval of ASI. This includes form, size, and text of the advertisements. Also subject to approval are the illustrations and typography used in ads.
- (c) ASI reserves the right to request that additional information be used in the advertisement including, but not limited to the following: business name, business address, web address, business phone, fax numbers, e-mail address, and affiliation.

- (d) In consideration and respect to the University's exclusivity agreements with campus and community partners, ASI reserves the right to decline subject matter, branding, and anything deemed to be competitive by ASI to the exclusivity of those contracts.

XX.
TRANSPARENCY POLICY

It is the intention of the Associated Students, Inc., (ASI) to operate within a legal and transparent framework at all times. As a recognized nonprofit organization, ASI obeys all applicable State and federal laws regarding charitable status, legislative activity, and providing information to the public. The Transparency Policy outlines the procedures followed by the organization to ensure it remains accountable to members and follows the Gloria Romero Open Meetings Act of 2000, as amended, codified at California Education Code Sections 89305, et seq.

Section 20.1 Access to Agenda and Meetings

(a) Availability of documents

A copy of the agenda and/or copies of all documents constituting the agenda packet of any Senate meeting will be posted at least seventy-two (72) hours before a regular meeting and available at the meeting for any person requesting it. Any person may request that a copy of the agenda, or a copy of all the documents that constitute the agenda packet, of any meeting of the Senate be mailed to that person. Failure of the requesting party to receive the agenda or agenda packet shall not constitute grounds for invalidation of the actions of the Senate taken at the meeting for which the agenda or agenda packet was not received. These documents will also be made available pursuant to public records laws.

(b) Public participation

Every agenda for regular meetings shall provide an opportunity for members of the student body to directly address the Senate on any item affecting higher education at the campus or statewide level, provided that no action shall be taken on any item not appearing on the agenda.

(c) Accessibility to Meetings

The Senate, Executives, or Special Officers may not conduct any meeting in any facility that prohibits the admittance of any person, or persons, on the basis of race, religious creed, color, national origin, ancestry, political conviction, gender, sexual orientation, marital status or relation, or which is inaccessible to disabled persons, or where members of the public may not be present without making a payment or purchase.

Section 20.2 Disclosure of Information

(a) ASI shall make the following information available to the public on the official website of the organization, and in other forms as required, pursuant to applicable public records laws.

i. Updated budget;

- ii.* Articles of Incorporation and Bylaws;
- iii.* ASI Mission Statement and Goals;
- iv.* ASI Policy Statements;
- v.* List of positions and the corresponding stipend amounts awarded to each;
- vi.* List of current Senate members, Executives, part-time staff and full-time staff; and
- vii.* Resolutions adopted by the Senate.

(b) Other records subject to disclosure

As part of ASI’s transparency objectives, the following records have been determined to be “subject to public disclosure,” though some of the following documents may not be posted to the ASI website.

- i.* Agendas and minutes of Senate Meetings;
- ii.* Agendas and minutes of ASI committees;
- iii.* Most recent audit information;
- iv.* IRS Determination Letter of ASI’s tax exempt status;
- v.* Memoranda of Understanding between ASI and any other entities; and
- vi.* Any other document deemed by formal action of the Senate to be subject to public disclosure.

(c) Access to Records

Pursuant to Education Code Sections 89913-89919, the offices holding the above records shall make them available to the public to inspect or copy during normal business hours on office premises. Staff need not disrupt operations to allow immediate access, but access must be granted as promptly as possible. No office may adopt rules limiting the hours that records are open for viewing and inspection.

If copies of the records are requested, ASI shall provide copies of the requested records, pursuant to public records laws and Education Code Section 89914.

Access to public documents is always free. Fees for “inspection” of documents are prohibited. However, the office may charge the person requesting documents a fee for providing documents (e.g., printing, photocopying, scanning, etc.).

Under no circumstances shall ASI disclose any confidential record described in Education Code Section 89916 and other applicable public records laws, including, but not limited to: personnel information, correspondence with attorneys, personal information, and personal correspondence.

Individuals who, regardless of intent, make available to the public any record not identified as “subject to public disclosure” may be subject to University disciplinary action and/or termination of employment.

Section 20.3 Archives

(a) Purpose of ASI Archives

ASI shall maintain an official archive consisting of historical records, as well as those vital records the organization is required by law to maintain in perpetuity. The purpose of the archives is to preserve materials that document the history of the organization and decision-making processes and to make these materials available to interested students and other researchers.

(b) Access to ASI Archives

Limitations on access to the records by archives users will be enforced consistent with this policy and with state and federal law. Records transferred to archives remain the property of ASI and are administrative records, not general library materials. Records become part of the archive’s holdings upon their transfer.

XXI. RECORDS MANAGEMENT POLICY

Associated Students, Inc. of California State University, Fresno recognizes that sound business practices call for the orderly management of records relating to the conduct of its affairs, together with a documented records retention and destruction schedule congruent with applicable state and federal laws and regulations.

This statement identifies the major record compliance standards, establishes a comprehensive records management policy, and provides for a records retention schedule, and an implementation process.

It is recognized that organization is evolving and that the scope and extent of this policy will need to keep pace with that evolution.

Section 21.1 Primary Compliance Standards

As an auxiliary organization and a nonprofit public benefit tax-exempt corporation, this organization is required to comply with records and report management standards of The California State University, the Attorney General, the Franchise Tax Board, the Secretary of State, and the U.S. Internal Revenue Service, including the following specifically related to records disclosure, protection and retention:

- The *Richard McKee Transparency Act of 2011*, California Education Code Section 89913-19.
- Access to Records. *The California Attorney General has the statutory authority to inspect all organization documents* [Corps. Code § 5250].
- Retention of Tax-related Records. *Federal tax information returns must be maintained for three years* [U.S. Treas. Reg. § 1.6033-2(a)(2)(i)]. *Federal and State tax returns and related documents should be kept for eight years* [IRS Pub 583, Table 3 & Rev & Tax Code § 19057].
- Corporate Documents Retention. *Up-to-date original or copy of articles of incorporation and bylaws must be kept at organization's principal California office* [Corps. Code § 5160]. *Adequate and correct books and records of account, including board and committee proceedings shall be kept* [Corps Code § 6320].

Section 21.2 Policy

All official records (paper, microfilm, electronic, or any other media) will be created, distributed and filed on an orderly basis. Such records shall be retained for the minimum periods stated in the *Records Retention Schedule* (see below). After a specified period of

time, records must be disposed of in a manner that is consistent with, and systematically carried out in accordance with, prescribed records management guidelines and procedures, including a filing system, developed and maintained under the direction of the [designated officer].

Duplicate files, duplicate copies, and stocks of obsolete forms or pamphlets originally intended for distribution are not considered to be official records or record copies. Duplicates or non-record convenience copies should be destroyed when they cease to be useful and should never be kept longer than the official record copy.

The *Records Retention Schedule* (see below) provides a list of official organization records and prescribes *minimum* periods of authorized retention. The *Schedule* may be revised periodically by the Secretary-Treasurer to include a newly created record type or series, to change retention compliance periods, or to delete a record type or series no longer required or deemed useful. *Schedule* revisions shall be brought to the attention of the Board of Directors, and published as a revised Appendix A to this policy statement.

Notwithstanding the prescribed minimum retention periods, all records must be maintained until all required audits or inspections by agencies of competent jurisdiction are completed and should be retained beyond the listed retention period(s) when there is a probability of litigation either involving records or requiring their use.

Documents may be maintained for the prescribed minimum retention period(s) in microfilm or other equivalent electronic media, as long as they are readily accessible. Official records kept only in electronic format must be identified in the *Retention Schedule* and must comply with any applicable statutory or regulatory standards.

Consistent with applicable compliance standards and good business practices, the (designated official) is authorized to implement this policy, including: adopting and maintaining a systematic records filing system; updating the *Records Retention Schedule*; converting records to an alternative archive media; and destruction practices. Implementation practices shall be subject to the operating budget process, and periodic reports to the Board of Directors on significant implementation developments.

Section 21.3 Records Retention Schedule

Description of Record(s)	Manner of Record Keeping	Disposition Period
1. Corporate Records:		
Incorporation documents, such as Articles of Incorporation, Bylaws, & related instruments (Tax ID No.) (past & current)	Maintain in Official Corporate Record Book (current first)	<i>Permanent Obsolete documents may be archived.</i>
Tax-exemption documents, including tax exempt application, determination status letter & related documents	Maintain in Official Corporate Record Book (current first)	Permanent. Federal law requires these documents to be held at organization's designated office, and to be made available (w/exceptions) for public inspection upon request.
Board meeting documents (agendas, Minutes & related documents)	Compile & file by operating year	<i>Permanent. These documents should include only necessary information.</i>
2. Transaction Records		
Year-end Financial Reports/Statements	Compile & file by operating year	Permanent. Three years held in Active Files, then archived.
Annual Independent Audit Reports & related documents	Compile & file by operating year	Permanent. Three years held in Active Files, then archived.
Board & Committee Reports	Compile & file by operating year	<i>Three years.</i>
Bank Statements, canceled checks, check registers, investment statements & related documents	Compile & file by operating year	Seven years. Three years held in Active Files, then archived.
Annual Tax Information Returns – Federal & California	Compile & file by reporting year. Federal law requires that the three most recent year returns be kept at the organization's office & be made available (w/exceptions) for public inspection upon request.	Three years in Active Files. Archived for Five additional years.
Agreements, contracts, leases & other documents of obligation	Compile & file by operating year.	Three years from end of obligation.
3. Conference Records		
Planning Committee guides, forms & related documents	Compile & file by year.	Three years or when revised.
4. Publications		
Pamphlets, promotional materials & related publications	Compile & file by topic	Three years or when revised.
5. Electronic Messages (emails)		
Such records are intended only for routine communications	Organized at individual workstations.	Temporary. Delete after 90 days

XXII.
OTHER PROVISIONS

Section 22.1 Assistants to the ASI President.

The President may appoint as many as five (5) students, paid or unpaid, to serve in the President's Cabinet. These appointments must be approved by the Student Senate with a simple majority vote.

Section 22.2 Endorsement of Documents; Contracts.

Subject to the provisions of applicable law, any note, mortgage, evidence of indebtedness, contract, conveyance, or other instrument in writing and any assignment or endorsements thereof executed or entered into between ASI and any other person, when signed by the President or any Vice President shall be valid and binding on ASI in the absence of actual knowledge on the part of the other person that the signing officers had no authority to execute the same. Any such instruments may be signed by any other person or persons and in such manner as from time to time shall be determined by the Student Senate and, unless so authorized by the Student Senate, no officer, agent, or employee shall have any power or authority to bind ASI by any contract or engagement or to pledge its credit or to render it liable for any purpose or amount.