

**Associated Students, Incorporated
California State University, Stanislaus
BY-LAWS**

1. Qualifications:

- 1.1. Given the representative, fiduciary, legal and other long-range policy-making responsibilities and influence of student office holders, it is the policy of the CSU that such persons have an obligation to demonstrate a reasonable degree of the academic involvement and achievement.
- 1.2. All student representatives must be enrolled and in good standing at the university and maintain a minimum 2.0 grade point average each term (unless otherwise specified below) and not be on probation of any kind. This requirement applies to major student government offices. Major Student Government Offices include candidates for, incumbents and returning members of the following positions: ASI President; ASI Vice President, Internal; ASI Vice President, Finance; ASI Vice President, External; and ASI Senators.
- 1.3. GPA Requirements:
 - 1.3.1 Undergraduate Candidate: 2.5 grade point average for the fall/spring term prior to election or appointment.
 - 1.3.2 Undergraduate Returning ASI Member: 2.0 grade point average each fall/spring term while in office.
 - 1.3.3 Graduate/Credential Candidate or Returning: 3.0 grade point average each fall/spring term while in office.
- 1.4. Definitions:
 - 1.4.1 Incumbent: a member of the ASI Senate whom is returning to the exact same position as held in the prior term.
 - 1.4.2 Candidate: A person seeking election and/or appointment to the ASI Senate, whom is not currently nor was a member in the prior term of office.
 - 1.4.3 Returning: a current member of ASI whom is seeking reappointment to the ASI Senate. For the purpose of academic eligibility a returning member will be held to the Incumbent standards.
- 1.5. Incumbent Unit Load:
 - 1.5.1 Undergraduate incumbents must maintain and earn 6 semester units of credit per term while holding office. Graduate and credential students must maintain and earn 3 semester units of credit per term while holding office.
- 1.6. Candidate Unit Load:
 - 1.6.1 Undergraduate candidates must maintain 6 semester units per term while running or being appointed for office. Graduate and credential student candidates must maintain 3 semester units per term while running or being appointed for office.
- 1.7. Incumbent Maximum Allowable Units:
 - 1.7.1 Undergraduate students are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding over that number of units will no longer be eligible to hold office.
- 1.8. Candidate Residency:
 - 1.8.1 Undergraduate candidates for office must have been enrolled and have completed at least one semester at CSU Stanislaus prior to the election (summer and winter are acceptable to meet this criteria), earning a total of 6 semester units during that year prior to the election. Graduate and credential candidates for office must earn 6 semester units per term of continuous attendance as a new graduate or credential student to be eligible. Graduate and credential students who received a

bachelor's degree or credential within the past three years from CSU Stanislaus must have earned a total of 12 semester units during their last year as an undergraduate to be eligible.

2. Qualification Verification Process:

- 2.1. The Office of Student Leadership and Development is responsible for verifying the academic eligibility of student office holders. Prior to election or appointment, the Office of Student Leadership and Development must verify the academic eligibility of all candidates and appointees prior to assuming office.
- 2.2. The ASI Rules Chair and ASI Director are responsible for providing the Office of Student Leadership and Development with a list of current office holders for the purpose of verifying their eligibility.
- 2.3. Respective Lists are to be submitted to the Office of Student Leadership and Development according to the following timeline:
 - Immediately following Fall and Spring Census Date
 - Immediately following the conclusion of Fall and Spring Terms
 - Prior to election or appointment
- 2.4. Lists must include the following information:
 - Last Name, First Name
 - Student Identification Number
 - Designation of Graduate or Undergraduate Status
 - Position Title
 - Mailing address
 - Signature of student indicating permission to review eligibility
- 2.5. Notification:
 - 2.5.1. All students who are deemed academically ineligible will be notified by mail. This letter will outline reasons for removal from office and specify the process for appeal including deadline to submit the appeal to the Dean of Students. The ASI director will be notified of their status.
- 2.6. Appeal:
 - 2.6.1. Students wishing to appeal the decision must file a written appeal with the Dean of Students as outlined in the notification of ineligibility. At which time the member on review will have all privileges and will be subject to the point system.
- 2.7. Exceptions:
 - 2.7.1. Under extraordinary circumstances the campus president may make an exception to the requirements for unit load, maximum allowable units, residency, and GPA.
- 2.8. Removal because of violation:
 - 2.8.1. Any person suspended or asked to resign from office for a violation of the by-laws may run for office or be appointed once all qualifications are met for one semester, and maintained for at least an additional semester.

3. Duties and Qualifications:

Job Descriptions:

All Executives Officers and Senators are required to uphold and follow the guidelines set forth in the job descriptions. Failure to meet these standards can result in disciplinary action from the Rules Committee. See Appendix A.

3.1 Chair of the Senate:

- 3.1.1. Senators shall have the power to bring forth a nomination for any vacant senator position, which has been unfilled for over 30 working days.
- 3.1.2. Shall oversee preparation and distribution of all minutes, agendas, proposals, and

Amended ASI Senate November 4, 2008

Amended ASI Senate June 24, 2008

Amended ASI Senate May 24, 2006

Amended ASI Senate September 13, 2005

- measures of the Association membership.
- 3.1.3 Shall post all Senate meetings at least 72 hours before scheduled meetings.
 - 3.1.3.1 Shall not take action on any issue until that issue has been publicly posted for at least one week, in accordance with the Gloria Romero Act, revised version adopted July 10, 2002.
- 3.1.4 Shall preside over all official meetings of the Senate.
- 3.1.5 Shall be thoroughly familiar with the Associated Students, Inc. Constitution, By-Laws, and parliamentary procedure as outlined in "Robert's Rules of Order," as they apply to specific matters under the consideration of the Senate.
- 3.2 Vice Chair of the Senate:
 - 3.2.1 Shall assume all responsibilities in the absence of the Chair.
 - 3.2.2 Vice Chair Selection Process:
 - 3.2.2.1 The Vice Chair of the Senate will be selected by a majority vote of the Senate no later than the first regularly scheduled Senate meeting of the first fall semester following general elections. The Vice President, Finance will serve as the Vice Chair until one is selected.
 - 3.2.2.2 Nominations and self-nominations will be open to all Senators.
 - 3.2.2.3 At the close of nominations, members of the Senate may question candidates on any aspect of the Vice Chair's duties and responsibilities and how that person would perform those tasks.
 - 3.2.2.4 In case of a tie, the Chair shall cast the deciding vote.
 - 3.2.3 The Vice President Finance shall assume all responsibilities of the Vice Chair in the event of his/her absence.
- 3.3 Vice Chair Recall Process:
 - 3.3.1 In the event that the Chair is recalled, according to 6.3 of the ASI Constitution, the Vice Chair will assume all duties and responsibilities of the Chair until one is selected, according to 6.2 of the ASI Constitution.
 - 3.3.2 The Vice Chair may be removed from his/her position by a majority vote of the Senate.
 - 3.3.3 Upon recall of the Vice Chair, the Vice President, Finance shall assume the position and responsibilities.
 - 3.3.4 Upon Section 3.3.2 of the ASI By-Laws, the Senate shall elect a new Vice Chair according to the selection process as outlined in ASI By-Law Section 3.3.2.
 - 3.3.5 The recalled Vice Chair shall retain his/her position as an ASI Senator unless recalled per ASI Constitution Sub-Section 6.3.
- 3.4 Parliamentarian of the Senate:
 - 3.4.1 Shall be responsible for providing the Senate with an understanding and/or interpretation of parliamentary procedure as outlined in "Robert's Rules of Order."
 - 3.4.2 Shall have the power to interject/stop any motion, debate or any other procedure on the table if the Parliamentarian observes that the Senate is not following proper procedure as outlined in ASI governing documents or "Robert's Rules of Order."
 - 3.4.3 Shall provide the Senate with an interpretation of the proper procedures for the motion, debate, or action in question, as outlined in "Robert's Rules of Order" upon the exercise of the defined power in Section 2.8.2 of the ASI By-Laws.
 - 3.4.4 Shall not use the defined power in Section 2.8.2 of the ASI By-Laws to purposely impede or delay the course of Senate procedures for any reason.
- 3.5 Selection Process:
 - 3.5.1 The Parliamentarian will be selected by a majority vote, no later than the first regularly scheduled Senate meeting of the fall semester following general elections.
 - 3.5.2 Nominations and self-nominations will be open to all Senators.
 - 3.5.3 At the close of nominations, members of the Senate may question candidates on any aspect of the Parliamentarian duties and responsibilities, and how he/she would perform those tasks.
 - 3.5.4 In case of a tie, the Chair shall cast the deciding vote.

- 3.6 Parliamentary Recall Process
 - 3.6.1 The Parliamentarian may be removed from his/her position by a two-thirds majority vote of the Senate.
 - 3.6.2 Upon recall or absence of the Parliamentarian, the Vice Chair of Senate shall temporarily assume his/her position and responsibilities.
 - 3.6.3 Upon recall of the Parliamentarian, the Senate shall elect a new Parliamentarian according to the selection process outlined in ASI By-Law Section 3.2.2.
 - 3.6.4 The recalled Parliamentarian shall retain his/her position as an ASI Senator unless recalled per ASI Constitution Sub-Section 6.3.

4. Associated Students, Inc. Senate: Executive and Standing Committees

- 4.1. The Executive Committee of the Senate:
 - The Executive Committee is established as an advisory committee to the ASI President.
 - 4.1.1. The Executive Committee shall be responsible for tracking and implementing all policies and procedures outlined in the ASI Constitution, By-Laws, governing documents, and all other policies and procedures. Shall make recommendations to the Senate for violations and changes to the above said documents.
 - 4.1.2. Shall make recommendations and rulings on any issues requested by the President.
 - 4.1.3. Shall make all financial decisions as authorized by the Finance Policy Code.
- 4.2. Membership: The President (voting), the Vice President, Internal (voting), the Vice President External (voting), the Vice President, Finance (voting), the Senate Rules Committee Chair (voting), the Elections Committee Chair (voting), and the ASI Director (nonvoting).
- 4.3. Chair of the Executive Committee: the President shall chair all meetings of the Executive Committee.
 - 4.3.1. Shall oversee preparation and distribution of all minutes, agendas and proposals of the Executive Committee.
 - 4.3.2. Shall publicize all meetings of the Executive Committee at least 72 hours before each scheduled meeting.
- 4.4. Procedures of the Executive Committee:
 - 4.4.1. The Executive Committee shall meet no less than once a month during the academic year.
 - 4.4.2. The minutes of the Executive Committee meetings shall be made available to its members and the members of the ASI Senate, The ASI Director shall maintain a permanent file of the minutes.
 - 4.4.3. A quorum shall consist of all voting members of the Executive Committee less one.
 - 4.4.4. The latest revised edition of "Robert's Rules of Order" shall be utilized in conducting all meetings of the Executive Committee.
 - 4.4.5. All meetings of the Executive Committee shall be open to members of the Association and the general public, pursuant to: Title 3, Division 8, Chapter 7, Article 2, Sections 899920-89928 of the State of California Education Code. (See ASI By-Law Section 4.9, Procedures of the Senate for regulations pertaining to closed sessions).
 - 4.4.6. All meetings will conform to California State laws and regulations.
 - 4.4.7. The President may call a meeting at any time.
 - 4.4.8. Proxies and proxy voting will not be allowed.
- 4.5. The Standing Committees of the Senate:
 - The Standing Committees of the Senate shall be Rules, Elections, and Budget.
 - 4.5.1. The Elections Committee shall be responsible to promote, plan, organize and implement the elections for the Associated Students, Inc. under the guidelines spelled out in the Elections Code. The Elections Committee shall make recommendations to the Senate to any changes to the above said document.
 - 4.5.2. The Rules Committee shall be responsible for the enforcement of bylaws, assessment and review of Senate point totals consisting of Senate Hours, Senate and Committee meetings, and retreats. The Rules Committee shall make recommendations to the Senate to any changes to the above said document.

- 4.5.3. The Budget Committee shall be responsible for the revision of the ASI Budget and follow all policies and procedures outlined in the Finance Code. The Budget Committee shall make recommendations to the Senate to any changes to the above said document.
 - 4.5.3.1. Members shall be composed of the ASI President, ASI Vice President, Finance, ASI Executive Director, and a minimum of 2 Senators.
 - 4.5.3.2. The Vice President, Finance shall serve as Chair of the Budget Committee.
 - 4.5.3.3. The minutes of the Budget Committee meetings shall be made available to its members and the members of the ASI Senate, and distributed to the Auxiliary Business Services Office. The Executive Director shall maintain a permanent file of the minutes.
- 4.5.4. An Ad Hoc Advisory Committee may be designated by the Senate to research a particular issue. These committees shall be disbanded after their functions are fulfilled or by a majority vote of the Senate. Ad Hoc Committees shall adhere to Standing Committee procedure until disbandment.
- 4.5.5. Standing committees shall operate in accordance with the direction approved by the Senate. Senate members may volunteer for membership of one Standing Committee, however the Vice President, Financial will determine which Senators will sit on the Budget Committee.
- 4.5.6. The Standing Committees shall follow the procedures and policies as prescribed by their codes.
- 4.5.7. A committee member may be removed by the Senate with a two-thirds (2/3) majority vote.
- 4.5.8. At each regular meeting of the Senate, the Chair of each committee shall report to the Senate the status of items that have been assigned their respective committees. Each Chair shall forward committee recommendations for Senate approval to the Chair who will place the item on the agenda for the next regularly scheduled Senate meeting. The ASI Senate has no authority to approve or disqualify ASI election results that have been approved by the ASI Elections Committee.

5. Associated Students, Inc. Senate: Procedures of the Senate

- 5.1. A quorum shall consist of 50% plus 1 of the voting membership of the Senate.
- 5.2. Robert's Rules of Order, latest revised edition, shall be utilized in conducting all meetings of the Senate, unless otherwise directed by ASI governing documents.
- 5.3. All meetings of the Senate shall be open to members of the Association and the general public, pursuant to: Title 3, Division 8, Chapter 7, Article 2, Sections 89920-89928 of the State of California Education Code.
- 5.4. All meetings will conform to California State laws and regulations.
- 5.5. A Senate meeting may be called at any time by the presiding officer or by a majority vote of the members of the Senate.
- 5.6. Written notice of regularly scheduled meetings shall be provided to each member at least 72 hours before each meeting. Written notice of any meeting shall also be given to any person who requests such in writing.
- 5.7. An agenda listing the issues to be considered at each meeting shall be included in the notice for the meeting. Neither the Senate, nor any committee, shall take action on any issue unless it has been publicly posted for at least one week before scheduled meeting.
- 5.8. A special meeting may be called when at least a 24-hour notice has been given, and shall specify the business to be transacted. No other business may be considered at these meetings, and no action may be taken on any other issue at these meetings.
- 5.9. Closed Sessions, * may only be called in the following cases and in accordance with the Gloria Romero Act:
 - 5.9.1. Litigation
 - 5.9.2. Personnel matters (employees only)
 - 5.9.3. Investments, where a public discussion could have a negative impact on the Association's financial situation.

- 5.9.4. The Senate may enter a closed session upon the affirmative vote of the majority of the members present.
 - 5.10. Proxies and proxy voting will not be allowed.
 - 5.11. Voting by secret ballot will not be allowed.
- *Members of the Senate and the Executive Officers may be present during closed sessions and should treat all matters discussed as confidential.
- 5.12. The ASI President shall, in the case of a vacancy in the office of Vice President, Internal, Vice President, External, Vice President, Finance, or in the Senate, nominate an individual to assume the position vacated.
 - 5.12.1 The Senate must approve the nomination by a two-thirds vote before the nominee may take office.
 - 5.13. Senators shall have the power to bring forth a nomination for any vacant Senator position, which has been unfilled for over 30 working days.
 - 5.1.3.1 Nominations must be brought forth before the Senate in accordance with ASI Senate By-Laws sections 5.12.1.

6. Associated Students, Inc. Senate: Point System

- 6.1. The Point System shall apply to all Senators and Executives where applicable, under the following categories: Senate meetings, Office hours, Committees (Executive, Campus-wide and Standing), and Retreats (Summer and Winter). Points shall not be assigned for Summer Term Senate hours. Upon accumulation of points, appropriate action shall be taken as defined in Section 5.5 Point Total Accumulation. Point system management and tracking shall be the responsibility of the Rules Committee Chair.
- 6.2. Senate Meetings:
 - 6.2.1. The point System shall apply to all Senators and Executives where applicable.
 - 6.2.2. Senate Meetings:
 - 6.2.2.1. 1-point assessment for missing 1-25% of the meeting or being late
 - 6.2.2.2. 2- point assessment for missing 26-50% of the meeting.
 - 6.2.2.3. 3-point assessment for missing 51-100% of the meeting.
- 6.3. Senate Hours:
 - 6.3.1. 1-point assessment for every missed office hour.
- 6.4. Committee Meetings (Executive, Campus-wide, and Standing):
 - 6.4.1. 1-point assessment for missing less than 50% of the meeting or being late
 - 6.4.2. 2-point assessment for missing 50% or more of the meeting
- 6.5. Retreats:
 - 6.5.1. 4- point assessment for missing Summer or Winter Retreats.
- 6.6. Senate Hours:
 - 6.6.1. Senators are required to complete 3 senate hours a week.
 - 6.6.1.1. Senators must spend at least one of their three hours within the ASI office.
 - 6.6.2. Rules Committee and Election Committee Chair duties are to be fulfilled outside of regular Senate Hours.
 - 6.6.3. Senate hours include, but are not limited to, ASI related activities such as: ASI events, goal committee meetings, ASI representation at on campus events, Take-a-Ride, meetings with students and time spent within the ASI office. Campus-wide and ASI standing committee meetings are not included.
 - 6.6.4. Monitoring Senate Hours:
 - 6.6.4.1. Each ASI senator must sign in the date and time served while doing ASI activities on the

ASI Senator time sheet weekly.

6.6.4.2. Stockton Senator must complete a weekly time sheet and submit it to the Rules Committee Chair weekly.

6.7. Executive Hours:

6.7.1. Executives must complete 15-20 hours a week.

6.7.2. Executive hours include hours spent while doing ASI related activities: ASI events, goal committee meetings, ASI representation at on campus events, Take-a-Ride, personal meetings within ASI, meetings for CSSA, meeting with students and time spent within the ASI office. Campus-wide and ASI standing committee meetings are not included.

6.7.2.1. Executives must spend at least five hours within the ASI office weekly.

6.7.3. Monitoring Executive Hours:

6.7.3.1. Each Executive member must complete a weekly time sheet and submit it to the Rules Committee Chair weekly.

6.8. Point Total Accumulation:

6.8.1. Upon accumulating points, any member of the Senate will be placed on review before the Rules Committee, at which time the committee will determine whether any points assessed are excusable.

6.8.1.1. Upon accumulating any points, it is mandatory that the Senate member place themselves on review during Open Forum of the Rules Committee meeting.

6.8.1.2. Any Senate member who does not review their point totals within four Rules Committee meetings or not exceeding two months of receiving notification of point accumulation will no longer be able to revisit those points. Any new points will continue to accumulate.

6.8.1.2.1. Any Senate member will have two months to clear their points received for missing retreat(s).

6.8.1.3. Upon accumulating 6 points, the senate member shall be placed on review. In the event that the Senate member has a vote, all of their voting privileges will be suspended while on review.

6.8.1.4. Upon accumulating twelve (12) points the Senate member will again be placed on review before the Rules Committee, at which time, the committee will determine whether any of the points are excusable. The Rules Committee shall recommend to the Senate the immediate dismissal of the Senator upon a twelve (12) non-excusable point assessment total per the ASI Constitution as stated in Article 6.0, Section 6.4.4.

6.8.1.5. In the event that the Senate member receives a stipend, there shall be a reduction in the stipend for that position. The amount shall be determined by the Senate upon the first twelve (12) point, non-excusable assessment. A two-thirds (2/3) vote of the Senate will result in a reduction of the said member's stipend.

6.8.2. Point Assessments may be erased from the total if determined excusable. The Rules Committee shall determine whether any excuse for any point assessment, shall be excusable or not excusable, by a two-thirds (2/3) majority vote of the committee.

6.8.2.1. Excusable: medical or family emergencies/situations, natural disasters or traffic situation preventing attendance, or class or work related emergencies. These may require supporting documentation or evidence. Senators are excused for their job description duties.

6.8.2.2. Not Excusable: Regular class and work schedules, extra- curricular activities.

6.8.2.3. Stockton Senator is only excused under the same circumstances as all ASI Senators.

6.8.2.4. The Senate Member under review may present any other excuse not mentioned to the Rules Committee. Any documentation or supporting evidence for the excuse may be presented at the time of review for consideration by the Rules Committee.

6.9. Immediate Dismissal:

6.9.1. Upon missing four (4) unexcused Senate meetings, any voting member of the Senate shall automatically be dismissed from the ASI as stated in the ASI Constitution, Article 6.0, Section 6.4.5.

6.9.2. The ASI President may dismiss any Executive Officer for failure to fulfill the obligations and

responsibilities of his/her particular office.

6.9.2.1. The ASI President must report his/her decision to the Senate at the next regular-Senate meeting following the dismissal.

6.9.2.2. The Senate has the power to overrule a presidential dismissal by obtaining a two-thirds vote of the Senate.

6.9.2.2.1. In the event that the Senate decides to take action on reversing a presidential dismissal, the Executive Officer in question will be placed on temporary review (per section 6.8.1.) with no stipend until the matter is settled.

6.9.3. The Rules Committee Chair shall announce point totals weekly and announce those Senators on review at each Senate meeting.

7. Associated Students, Inc. Senate: Conflict of Interest

7.1. No students shall serve on the Senate, or any Standing Committee, where conflict of interest exists as determined by the Senate Rules Committee. If no members have been appointed to the Rules Committee, then the Senate shall make that determination.

8. Associated Students, Inc. Senate: Conflict Resolution

8.1. Original Jurisdiction:

8.1.1. The Senate shall have original jurisdiction in all disputes, except those dealing with elections. In such cases, jurisdiction shall rest with the Election Committee.

8.2. Appellate Council:

8.2.1. All appeals from decisions of the Senate and its standing committees shall be heard and resolved by the Appellate Council. The Council shall consist of:

8.2.1.1. The ASI President or designee

8.2.1.2. The ASI Student Advocate or designee

8.2.1.3. The ASI Director or designee

8.2.1.4. Dean of Students or designee

8.2.2. A written Statement of Appeal shall be submitted to the ASI Student Advocate. At that time, the Student Advocate shall ask the Appellate Council to convene.

8.2.3. The Statement of Appeal shall fully outline and detail the reasons for which the student is appealing a decision of the Senate.

8.2.3.1 The Appellate Committee is not obligated to stay within the scope of the submitted appeal.

8.2.4. The Appellate Council shall convene within five (5) working days after receipt of the Statement of Appeal in order to consider the appeal.

8.2.5. Upon convening, the Appellate Council shall elect or select a Chair.

8.2.6. The role of the Council shall be to determine whether or not the Senate has upheld the laws codified in the ASI governing documents.

8.2.7. An Appellate Council decision must be determined based only on whether or not Senate followed the procedure(s) outlined in the ASI governing documents.

8.2.8. The Appellate Council shall make no judgment or interpretation of ASI governing documents.

8.2.9. The Appellate Council shall officially report its decision and justification to the ASI Senate within one week after a decision has been made.

8.2.10. All decisions of the Appellate Council shall be rendered as final.

9. Associated Student, Inc. Senate: Indemnification

9.1. The Associated Students, Inc. shall defend any Director, Senator, officer or employee of the Corporation to the extent permissible under the Corporations Code and other applicable laws.

10. Associated Student, Inc. Senate: Governing Documents and Policies

10.1. An ad hoc or Standing Committee shall approve all new and governing documents before final approval by the Senate.

10.1.1. All governing documents approved by the Senate shall contain an article of amendment detailing which committee shall approve the respective document.

- 10.2. The Executive Committee shall approve all new policies before final approval by the Senate.
- 10.3. New or amended governing documents and policies shall go into effect the following year, unless the Executive Branch and the Senate mutually agree upon the new document, in which case they will go into effect immediately.

11. Associated Students, Inc. Senate: Amendments

- 11.1 This document shall not be amended without a two-thirds (2/3) vote of the Rules Committee prior to a two-thirds (2/3) vote of the Senate.