

ASI BOARD OF DIRECTORS' STANDING RULES

2016-17

1. Standards for Student Members
 - 1.1. All student members of the Board shall comply with ASI Student Government Eligibility Requirements as stated in the "ASI Student Government Eligibility Requirements and Procedures" document.
2. Alternates
 - 2.1. Each College Club Council shall have the ability to designate an Alternate Director, who shall meet all the qualifications of a Director. Alternate Directors shall be permitted to attend and participate in discussions at Board of Directors Meetings in the absence of the Director, but Alternate Directors may not vote at Board of Directors Meetings or attend closed sessions. The presence of an Alternate Director does not count toward quorum at a meeting. (ASI Bylaws Section 4.6.4.)
3. Attendance
 - 3.1. All Directors shall be responsible for attending Board of Directors Meetings, Board of Directors Workshops, their respective committee meetings, their College Club Council meetings, and student leader training sessions.
 - 3.1.1 Each Director shall make every effort to attend all meetings and workshops of the Board of Directors and shall not be absent, without being excused by the Chair of the Board, from more than twenty-five percent (25%) of such meetings and workshops. In addition, each Director shall not be absent without excuse from more than two (2) Board of Directors Meetings in any quarter, or more than four (4) Board of Directors Meetings in any academic year. (ASI Bylaws Section 4.7.3)
 - 3.1.2 A valid reason constitutes a mandatory academic obligation, a verifiable illness, a family emergency; all at the discretion of the Chair of the Board.
 - 3.2. If a Director will be absent from a meeting, he/she shall inform the Chair of said absence at least 48 hours prior to the scheduled Board of Directors Workshop or Board of Directors Meeting, and at least 24 hours prior to a scheduled ad hoc or standing committee meeting. The Chair shall be notified by e-mail and, for ad hoc or standing committee meetings, both the Chair of the Board and the Chair of the ad hoc or standing committee must be notified.
 - 3.3. Ad hoc and standing committee members shall not be absent without a valid excuse from more than three (3) meetings in any quarter or more than six (6) in an academic year.
4. Directors
 - 4.1. Directors are expected to attend their respective College Club Council Meetings. Each representative shall make every effort to see that the members of his/her academic College Club Council are kept informed concerning meetings and activities of the Board of Directors by providing reports and collecting opinions. .
 - 4.2. Each Director should express the views of his/her academic College Club Council, but may vote in accordance with his/her own conscience when it is incompatible with the views of his/her academic College Club Council.
 - 4.3. Each Director shall be an active member on at least one standing committee of the Board and at least one Academic Senate and/or University-wide Committee.

5. Non-Voting Representatives

- 5.1. The following are non-voting representatives on the ASI Board of Directors (ASI Bylaws 5.6).
 - ASI President or Designee
 - Chair of the UUAB or Designee
 - ASI Chief of Staff or Designee
 - ASI Executive Director or Designee
 - University President or Designee
 - Cal Poly Corporation Management Designee
 - Academic Senate Chair or Designee
- 5.2. Non-voting representatives on the Board are not entitled to a vote, and their attendance does not count towards quorum.
- 5.3. Voting members of other branches of Student Government (UUAB, Executive Cabinet) may be appointed by their branch as voting members of Standing Committees of the Board of Directors.

6. Conduct of Meetings

- 6.1. Meetings shall be guided by the most recent edition of Robert's Rules of Order and in compliance with the Gloria Romero Open Meetings Act, CA Education Code §89305 et seq.
- 6.2. The Chair of the Board of Directors shall recognize any member wishing to speak at the Board meeting before the member may address the Board. The Vice Chair of the Board will keep a Speaker's List. Directors, students, and other guests, respectively, will be recognized at the direction of the Chair. Directors are limited to speaking one time per meeting per topic unless a) all other Directors who wish to speak have had an opportunity, or b) when responding to specific inquiries.
- 6.3. All agenda items shall be submitted via a "Consideration to Add an Item to a Board Meeting Agenda" form in final draft to the Chair of the Board by 5:00 p.m. Thursday, six (6) days prior to the meeting, in order to be placed on the next meeting's agenda.
- 6.4. Board of Directors meetings will take place the following dates in UU 220 and will start at 5:10 p.m.
 - 6.4.1.1 Wednesday, October 5, 2016
 - 6.4.1.2 Wednesday, October 19, 2016
 - 6.4.1.3 Wednesday, November 2, 2016
 - 6.4.1.4 Wednesday, November 16, 2016
 - 6.4.1.5 Wednesday, November 30, 2016
 - 6.4.1.6 Wednesday, January 11, 2017
 - 6.4.1.7 Wednesday, January 25, 2017
 - 6.4.1.8 Wednesday, February 8, 2017
 - 6.4.1.9 Wednesday, February 22, 2017
 - 6.4.1.10 Wednesday, March 8, 2017
 - 6.4.1.11 Wednesday, April 5, 2017
 - 6.4.1.12 Wednesday, April 19, 2017
 - 6.4.1.13 Wednesday, May 3, 2017

6.4.1.14 Wednesday, May 17, 2017

6.4.1.15 Wednesday, May 31, 2017

- 6.5. Board Workshops will be held every Monday at 5:10 pm fall, winter and spring quarters. In the event of a holiday falling on a Monday, the Board Workshop will be held the next business day.
- 6.6. An agenda shall be created and summary meeting minutes shall be written for all standing and ad hoc committee meetings.

7. Agenda

- 7.1. At least 72 hours before a regular meeting, the Board shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session.
- 7.2. The Board agenda shall assume the following order:
 - I. Call to Order
 - II. Flag Salute
 - III. Letters & Roll Call
 - IV. Open Forum
 - V. Approval of Minutes
 - VI. Student Leader Reports
 - a. Chair of the Board
 - b. ASI President
 - c. ASI Chief of Staff
 - d. Chair of the UUAB
 - VII. Executive Director's Report
 - VIII. Old Business
 - IX. New Business
 - X. Representatives' Reports
 - a. University President's Representative
 - b. Academic Senate Representative
 - c. Cal Poly Corporation Representative
 - XI. Committee Reports
 - a. Business and Finance
 - b. External Affairs
 - c. Outreach and Communication
 - d. ASI/UU Internal Review
 - e. Recruitment and Development
 - f. Club Funding Liaisons
 - XII. Announcements
 - XIII. Adjournment
- 7.3. Debate shall be limited to the following time periods unless a 2/3 vote succeeds in extending debate.
 - Student Leader's Reports 15 minutes per report

- Representative Reports 15 minutes per report
 - Committee Reports 15 minutes per report
 - Main Motions 5 minutes per speaker per debate
 - Subsidiary Motions 5 minutes per speaker per debate
 - Discussion Items 5 minutes per speaker per debate
- 7.4. Special reports are periodic in nature and do not take place weekly; presentations by members of the campus community that relate to ASI fall into this category. Each report shall be limited to ten (10) minutes not including questions.
- 7.5. Any proposal not appearing on the agenda (this includes proposals presented under Officers' Reports and Committee Reports) will be subject to a 2/3 vote of quorum before action is taken.
- 7.6. Speakers are limited to three (3) minutes unless giving a report.
- 7.7. A speaker may be asked to relinquish the floor at the discretion of the Chair if he/she is being disrespectful, non-germane, or disruptive.
- 7.8. Audience Participation Policy - There are two means by which members of the audience may address the Board of Directors:
- Open Forum is a fifteen (15) minute period of time near the start of each meeting during which any student or member of the community shall be allowed to state his/her views on any topic. Speakers may address items already on the agenda but are encouraged to reserve their comments until that item is brought up later in the meeting.
 - At his/her discretion, the Chair may recognize members of the audience following reports. Members of the audience must be yielded the floor via a member of the Board to participate in discussion during the meeting.
- 7.9. Recesses shall be for ten (10) minutes unless stated otherwise in a motion.
- 7.10. The Chair may call a recess at approximately 7:00 p.m. without an official vote. The recess may only be called at the conclusion of an agenda item.
8. Consideration of General Legislation by the Board of Directors
- 8.1. All formal items of business (those not arising of an incidental nature or otherwise stated in the Bylaws) shall be introduced as a Bill, Resolution, or Endorsement. A Bill, if passed, shall become official policy of the Corporation. A Resolution, if passed, is a formal expression of opinion, will, or intent of the Board of Directors, and is advisory in nature. An Endorsement, if passed, is an opinion of the Board of Directors based on a simple matter submitted by a person or entity in a detailed written concept. (ASI Bylaws Section 5.1.2.)
- 8.2. Amendments to Personnel or Fiscal Policy. Notwithstanding any provision of these Bylaws to the contrary, recommended or required amendments to ASI personnel or fiscal policies shall not require introduction as a Bill or Resolution. (ASI Bylaws Section 5.1.2.1.)
- 8.3. Routine Administrative Matters, Reviews or Decisions. Notwithstanding any provisions of these Bylaws to the contrary, routine administrative matters, reviews or decisions made by the Board of Directors or its managers in the ordinary course of business shall not require introduction as a Bill or Resolution. (ASI Bylaws Section 5.1.2.2.)
- 8.4. All major items of business shall be introduced to the Board of Directors as a Bill, Resolution, or Endorsement, where the first two-digits refer to the academic year of introduction and the last two-digits refer to the order in

which the bill/resolution/endorsement was presented (i.e. Resolution #17-01, Bill #17-01, and Endorsement #17-01).

- 8.5. Bills require two readings, at regular Board Meetings, to be passed before the Board of Directors. If the bill is of an urgent nature, a 2/3 vote is necessary to consider the matter. Resolutions may be discussed, action taken, and voted upon at the meeting of their introduction.
- 8.6. When business does not require a bill or resolution, the Board may take action by using basic Parliamentary means. All such items will appear on the agenda as an "Action Item" and include a brief description of the business to be transacted.
- 8.7. Proposed action taken by the Board of Directors in the form of a Bill, Resolution, or Endorsement will follow the process outlined in the "Bill, Resolution, or Endorsement Writing Process" document.

9. Standing Committee Operating Rules

- 9.1. Operating Rules for the Business and Finance Committee
 - 9.1.1 Attachment A
- 9.2. Operating Rules for the External Affairs Committee
 - 9.2.1 Attachment B
- 9.3. Operating Rules for the ASI/UU Internal Review Committee
 - 9.3.1 Attachment C
- 9.4. Operating Rules for the Outreach and Communication Committee
 - 9.4.1 Attachment D
- 9.5. Operating Rules for the Recruitment and Development Committee
 - 9.5.1 Attachment E

10. Consideration of Amendments to the Bylaws

- 10.1. The ASI/UU Internal Review Committee is the only recognized entity that can present Bylaw changes to the Board of Directors.
- 10.2. The Chair of the ASI/UU Internal Review Committee or his/her appointed representative shall present any proposed Bylaw changes in the form of a Bill to the Board of Directors, with discussion on the changes.
- 10.3. Proposed Bylaw changes may be discussed at the meeting of their introduction. The Board of Directors must then wait until the following meeting before voting on the proposed Bylaw changes, unless a motion to take an urgent vote is passed.

Associated Students, Inc.
California Polytechnic State University
San Luis Obispo

ASI BUSINESS AND FINANCE COMMITTEE OPERATING RULES

2016-2017

Committee Purpose

The ASI Business and Finance Committee is responsible for issues relating to all corporate finance and personnel matters.

Committee Authority

This committee is formed under the provision of the ASI Bylaws and is subject to the terms and limitations of that source document. The specific operations of this committee in regards to personnel matters shall be carried out in accordance with the ASI Personnel Policy.

Operating Rules Effectiveness

These rules shall become effective upon approval of the Business and Finance Committee and ASI Board of Directors.

Committee Organization

Committee Chair

The Chair of the ASI Business and Finance Committee shall be the Vice Chair of the Board, and shall cast tie-breaking votes when required.

Voting Members

- a. A minimum of three additional voting members of the Board of Directors, one being an ASI Club Funding Liaison as appointed by the Chair of the Board
- b. A member of the UUAB as appointed by the Chair of the UUAB
- c. ASI President
- d. Chair of the ASI Board of Directors
- e. Chair of the UUAB

Non-Voting Members

- a. The Vice Chair of the UUAB shall serve as a Leadership Team representative to the committee
- b. The Chief of Staff shall serve as a Leadership Team representative to the committee
- c. A University Administration and Finance Representative
- d. A University Human Resources Representative
- e. The ASI Executive Director shall serve as a staff representative to the committee
- f. The ASI Associate Executive Director shall serve as a staff representative to the committee
- g. The ASI Assistant Director - Business Services shall serve as a staff representative to the committee
- h. An ASI Human Resources Student Assistant shall serve as a staff representative to the committee

Alternates

Alternates will not be allowed to vote at meetings of the ASI Business and Finance Committee.

Quorum

Quorum shall consist of a simple majority of voting members.

Meetings

Meetings shall take place every other Monday at 4 p.m. in the University Union room 219 during the academic school year starting September 26, 2016.

Gloria Romero Open Meeting Act of 2000

Agendas will be posted a minimum of 72 hours prior to the meeting to comply with the Gloria Romero Act 2000 and the California Education Code. In addition, summary minutes will be provided after the meeting has occurred.

Committee Responsibilities

The ASI Business and Finance Committee shall have authority and responsibility for the following:

- a. Review the ASI Personnel Policy Manual and recommend policy action to the ASI Board of Directors.
- b. Review and recommend new ASI benefited employee positions to the ASI Board of Directors.
- c. Review ASI employee benefits as appropriate and recommend action to the ASI Board of Directors.
- d. Receive regular updates from the Executive Director or designee regarding labor litigation.
- e. Provide a plan to the ASI Board of Directors and the Vice President of Student Affairs Office for Executive Director search processes.
- f. Serve as a consultative team to the Executive Director on legal matters, restructuring and other major personnel initiatives (i.e., performance based increases, etc.)
- g. Ensure compliance with the Non-Profit Integrity Act of 2004 and all changes heretofore in regards to executive compensation, including benefits.
- h. Recommend ASI Board of Directors action on issues of global financial impact.
- i. Recommend to the ASI Board of Directors fund transfers that affect subsidized programs.
- j. Review and revise budget timeline and Capital Expenditure Policy
- k. Review and Recommend ASI Board of Directors approval of the ASI Annual Budget.
- l. Recommend ASI Board of Directors approval of changes to officer scholarships and officer position descriptions.
- m. Recommend ASI Board of Directors approval of salary increase pool.

Executive Director Delegated Authority

The Executive Director has been delegated authority by the ASI Board of Directors for the following personnel actions:

- a. Approve promotions for regular and temporary benefited employees, with the exception of Directors.
- b. With the advice and consultation of the Business and Finance Committee, determine the most appropriate means for filling vacant Director.

- c. Fill vacancies for existing approved positions and report the results to the Business and Finance Committee and the ASI Board of Directors.
- d. Create and fill new graduate assistant positions.
- e. Appoint intermittent, casual, temporary and interim employees.
- f. Report implementation of annual budgeted salary increases for staff and student employees to the Business and Finance Committee. Funding for the annual increases is approved through the ASI and University Union budget processes.
- g. Reclassify existing approved positions and adjust salaries for existing approved positions based on the results of formal position reviews.

Committee Recommendations

Recommendations proposed by the ASI Business and Finance Committee shall be brought to the ASI Board of Directors at the next regularly scheduled Board meeting by the Chair of the ASI Business and Finance Committee or designee.

Operating Rules Amendments

These rules may be amended upon the recommendation of this committee and approval by the ASI Board of Directors.

Associated Students, Inc.

California Polytechnic State University

San Luis Obispo

ASI EXTERNAL AFFAIRS COMMITTEE OPERATING RULES

2016-2017

Committee Purpose

The ASI External Affairs Committee. This committee shall be responsible for representing, serving, and addressing student concerns before any local, state, and federal legislature. This committee will recommend to the ASI Board of Directors whether to support or oppose any pending legislation concerning Cal Poly students or the California State University system. This committee will communicate lobbying efforts, research legislation, and will report all issues to the ASI Board of Directors. This committee will work to establish long-term relationships between ASI and city, county, and state representatives.

Committee Authority

This committee is formed under the provision of the ASI Bylaws and is subject to the terms and limitations of that source document.

Operating Rules Effectiveness

These rules shall become effective upon approval of the External Affairs Committee and ASI Board of Directors.

Committee Organization

Committee Chair

The Chair of this Committee shall be a member of the ASI Board of Directors as appointed by the Chair of the Board in consultation with the ASI President, and shall cast tie-breaking votes when required.

Voting Members

- a. A minimum of four additional members of the Board of Directors as appointed by the Chair of the Board.
- b. Two members of the UUAB, as appointed by the Chair of the UUAB.
- c. Two members of the ASI Executive Cabinet, as appointed by the ASI President.
- d. One of the Board of Directors members will serve as a liaison between this committee and the ASI Outreach and Communication Committee. The liaison will maintain communication between these committees regarding all student issues.

Representatives (non-voting)

The ASI Executive Director or designee shall serve as staff representative to the committee.

The Cal Poly Director of Government Relations or designee shall serve as a University representative to the committee.

Alternates

Alternates will not be allowed to vote at meetings of the ASI External Affairs Committee.

Quorum

Quorum shall consist of a simple majority of voting members.

Time, Date, Location

Meetings shall take place from 10am-11am Friday in UU 212A during the academic school year starting September 30, 2016.

Gloria Romero Open Meeting Act

The Chair of this Committee shall prepare and post agendas a minimum of 72 hours prior to the meeting to comply with the Gloria Romero Act and the California Education Code. In addition, summary minutes will be provided after the meeting has occurred.

Committee Responsibilities

The ASI External Affairs Committee shall have authority and responsibility for the following:

- e. Responsible for institutionalizing and coordinating External Affairs for the three branches of ASI Student Government and for effectively working on issues for the betterment of Cal Poly students locally and statewide.
- f. Coordinate with and advocate at state-wide entities that make decisions affecting students. State-wide entities could include but are not limited to the- California State University Board of Trustees, California State Student Association (CSSA), and state-wide Academic Senate. Issues from these entities, that need the “official student voice” should be brought to the ASI Board of Directors.
- g. Communicate lobbying efforts, research legislation and report all issues to the Board of Directors, and when necessary, to Cal Poly students.
- h. Work to establish long-term relationships between ASI and city, county and state representatives.
- i. Prepare an agenda and create a written record of the minutes of each meeting.

Committee Recommendations

Recommendations proposed by the ASI External Affairs Committee shall be brought to the ASI Board of Directors at the next regularly scheduled Board meeting by the Chair of the ASI External Affairs Committee or designee.

Operating Rules Amendments

These rules may be amended upon the recommendation of this committee and approval by the ASI Board of Directors.

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California Polytechnic State University

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ASI/UU INTERNAL REVIEW OPERATING RULES

2016-2017 Committee Purpose

The ASI/UU Internal Review Committee is responsible for reviewing and making recommendations to the Board of Directors regarding corporate issues of global compliance.

Committee Authority

This committee is formed under the provision of the ASI Bylaws (Section 4.3) and is subject to the terms and limitations of that source document.

Operating Rules Effectiveness

These rules shall become effective upon approval of the ASI/UU Internal Review Committee and Board of Directors.

Committee Organization

Committee Chairs

The Co-Chairs of this Committee shall be a voting member of the Board of Directors as appointed by the Chair of the Board and a voting member of the UUAB as appointed by the Chair of the UUAB. In the event of a tie, the Co-Chair from the Board of Directors shall cast tie breaking votes. In the absence of the Co-Chair from the Board of Directors, the Co-Chair from the UUAB shall cast the tie breaking vote.

Voting Members

- a. A minimum of four additional members of the Board of Directors, one being an ASI Club Funding Liaison, as appointed by the Chair of the Board.
- b. One additional member of the UUAB as appointed by the Chair of the UUAB.

Non-Voting Members

- a. A University Administration and Finance Representative.
- b. The ASI Associate Executive Director shall serve as staff representative to this committee.

Alternates

Alternates will not be allowed to vote at meetings of the ASI/UU Internal Review Committee.

Quorum

Quorum shall consist of a simple majority of voting members.

Meeting Times and Location

Meetings shall take place at 3:10p.m.-4:00p.m., every Tuesday in UU 218 during the academic school year starting September 27, 2016.

Gloria Romero Open Meeting Act of 2000

Agendas will be posted a minimum of 72 hours prior to the meeting to comply with the Gloria Romero Act 2000 and the California Education Code. In addition, summary minutes will be provided after the meeting has occurred.

Committee Responsibilities

The ASI/UU Internal Review Committee shall have authority and responsibility for the following:

- a. Evaluate the ASI Club Funding Program and bring suggested policy modifications to the Board of Directors for review.
- b. Review independent auditor service proposals and select the most appropriate firm.
- c. Present the final audit to the Board of Directors annually.
- d. Review the corporate Risk Management and Insurance Plans and make suggested recommendations to the Board of Directors.
- e. Review proposed ASI Bylaws and policy additions and/or modifications and make recommendations for action to the Board of Directors.
- f. Review the findings of the CSU Compliance Audit.
- g. Review and approve the 990 Tax Return annually.
- h. Prepare an agenda and create a written record of the minutes of each meeting.

Committee Recommendations

Recommendations proposed by the ASI/UU Internal Review Committee shall be brought to the Board of Directors at the next regularly scheduled Board of Directors meeting by one of the Co-Chairs of the ASI/UU Internal Review Committee or designee.

Operating Rules Amendments

These rules may be amended upon the recommendation of this committee and approval by the Board of Directors.

Associated Students, Inc.
California Polytechnic State University
San Luis Obispo

ASI RECRUITMENT AND DEVELOPMENT COMMITTEE OPERATING RULES
2016-17

Committee Purpose

The ASI Recruitment and Development committee is responsible for the effective recruitment of candidates to serve in ASI Student Government. This committee develops and recommends regulations pertaining to elections for approval by the Board of Directors, supervises the conduct of all ASI Elections, and reports the results of ASI Elections to the Board of Directors. The specific operations of this committee in regards to elections shall be carried out in accordance with the ASI Election Code.

Committee Authority

This committee is formed under the provision of the ASI Bylaws and is subject to the terms and limitations of that source document. The specific operations of this committee in regards to elections shall be carried out in accordance with the ASI Election Code.

Operating Rules Effectiveness

These rules shall become effective upon approval of the Recruitment and Development Committee and ASI Board of Directors.

Committee Organization

Committee Chair

The Chair of this Committee shall be a voting member of the Board of Directors as appointed by the Chair of the Board and shall cast tie-breaking votes when required.

Voting Members

- a. A minimum of four additional members of the Board of Directors as appointed by the Chair of the Board.
- b. Two members of the UUAB, as appointed by the Chair of the UUAB.
- c. Two members of the ASI Executive Cabinet, as appointed by the ASI President.

Voting Member Conflict of Interest:

If a voting member of this committee plans to seek election to ASI Student Government for the succeeding year, they will automatically become a non-voting member at the time of that decision. This decision must be documented and reported in writing to the Chair of the Board prior to the day filing for ASI Elections closes.

Representatives (non-voting)

The ASI Executive Director or designee shall serve as staff representative to the committee.

Alternates

Alternates will not be allowed to vote at meetings of the ASI Recruitment and Development Committee.

Quorum

Quorum shall consist of a simple majority of voting members.

Meetings

Meetings shall take place at 4:10 P.M. on Tuesdays in UU-216 during the academic school year starting September 27, 2016.

Gloria Romero Open Meeting Act

Prepare and post agendas a minimum of 72 hours prior to the meeting to comply with the Gloria Romero Act and the California Education Code. In addition, summary minutes will be provided after the meeting has occurred.

Committee Responsibilities

The ASI Recruitment and Development Committee shall have authority and responsibility for the following:

- a. Responsible for the effective recruitment of candidates to serve in Student Government.
- b. Supervise the conduct of all ASI elections according to the ASI Elections Code and report the results of ASI elections to the Board.
- c. Develop and recommend regulations pertaining to elections for approval by the Board.
- d. Prepare an agenda and create a written record of the minutes of each meeting.

Committee Recommendations

Recommendations proposed by the ASI Recruitment and Development Committee shall be brought to the ASI Board of Directors at the next regularly scheduled Board meeting by the Chair of the ASI Recruitment and Development Committee or designee.

Operating Rules Amendments

These rules may be amended upon the recommendation of this committee and approval by the ASI Board of Directors.