

ASSOCIATED STUDENTS, INC.
California State University, San Bernardino
5500 University Parkway
San Bernardino, CA 92407

**BOARD OF DIRECTORS
AGENDA**

January 30, 2026
12:00 p.m.

Santos Manuel Student Union North
Student Chambers – 3305

Zoom Option: <https://csusb.zoom.us/j/87625480894>

Call to Order Roll Call
Approval of Minutes
Adoption of Agenda
Executive Officer Reports (2 minutes/speaker)
Executive Director Report
ASI Committees Reports (2 minutes/speaker)
Open Forum (5 minutes/speaker)
Guest Speaker

NEW BUSINESS

- BD 05-26** Appointment of Nailah McAlister as the College of Social and Behavioral Sciences representative to the ASI Board of Directors. (Action) (Vacancy Committee)
- BD 06-26** Appointment of Malak Darijbara as the ASI Elections Committee Chair. (Action) (Rendon)
- BD 07-26** Revision of the ASI Elections Policy. (Action) (Policy Committee) (First Reading)
- BD 08-26** Revision of the ASI Club Allocation Budget Policy. (Action) (Policy Committee) (First Reading)
- BD 09-26** Approval of the ASI Cell Phone Reimbursement Policy. (Action) (Policy Committee) (First Reading)
- BD 10-26** Discussion on initiatives to improve student support at the Palm Desert Campus. (Discussion) (Cornejo)
- BD 11-26** Discussion on strengthening the marketing and visibility of ASI's advocacy on social media and identifying ways to increase awareness of advocacy initiatives, on-campus resources, and STAND goals. (Discussion) (Coronado)

BD 12-26 Appointment of Samantha Coronado as the Board of Director representative to Faculty Senate. (Action) (Rendon)

Reports: Board of Directors (2 minutes/speaker)
Campus-wide Committees (2 minutes/speaker)

ANNOUNCEMENTS

ADJOURNMENT

Board of Directors: Appointment Application

On behalf of the Associated Students, Inc., we thank you for your interest in joining our Board of Directors. You can only submit one application per position. For information on each position, click on the following: [Board Member Description](#)

All questions regarding involvement in ASI can be sent to asi-hiring@csusb.edu.

This is a non-paid student position, however there are service incentives available for each semester served. You may choose one of the following: a Semester Parking Pass, Coyote Dining Dollars, or a Bookstore Voucher

Applicant Information

Please select which position you are applying for.

College of Social & Behavioral Sciences Representative

Name

Nailah McAllister

Coyote ID

Email

Phone

Address

When is the best day and time to reach out to you?

Date of Birth

Current Class Standing
Junior

Expected Graduation Date (Month/Year)
August 2027

Supplemental Questions

Question #1 (Required): Name or describe the qualities that make you a great candidate for the position you are applying for. Include any relevant experience, previous roles, etc.

As a psychology major and a student leader on campus, I believe I would make a strong candidate because of my commitment to supporting my peers and uplifting student voices. I currently serve as a peer mentor for students at CSUSB, where I've gained experience in communication, leadership, and academic guidance over the past two years. My goal is to represent social and behavioral sciences and our students by creating a closer community, expanding opportunities, and ensuring students feel supported in their academic and professional journeys.

Question #2 (Required): How will you be able to balance this position with your other

responsibilities? (including coursework)?

I am confident in my ability to balance this position with my coursework because I have experience creating and maintaining my own work schedule while staying on top of my academics. I also intentionally set aside free and low-stress days, which allows me to manage new responsibilities and opportunities effectively.

Question #3 (Optional): What do you believe are the most pressing issues students are facing currently?

I know many psychology students within SBS feel disconnected from faculty and career opportunities. I plan to help this by bringing more events, and mentorship spaces that connect us directly with professors and professional so they can build lasting connections and thrive within the psychology community.

Supplemental Documents

Class Schedule (term applying for)

Screenshot 2025-08-27 at 9.47.34 AM.png

Resume

Resume (September 2025).pdf

Cover Letter (Optional)**Letter of Recommendation (Optional)**

Academic Consent Authorization

In order to be considered for appointment, you must have a 2.75 GPA in both semester and overall course. You must have completed one semester at CSUSB to be eligible (not including summer sessions).

Students who do not meet the academic requirements will be removed from the application pool. You can refer to [ASI's Grade Policy](#) for more information.

Please acknowledge one of the following

I certify that I meet the GPA requirement for the position I am applying for, and consent for ASI to check my academic eligibility.

Student Conduct Consent Authorization

ASI wants to ensure that student employees have and maintain a conduct record free from campus violations or disciplinary actions. Students who have a disciplinary record with the Office of Student Conduct will be removed from the application pool.

Please acknowledge one of the following

I certify that I meet the student conduct requirements mentioned above and consent for ASI to review my conduct record if needed.

Almost done! Your feedback is valuable to us in all of our processes. Tell us how you heard about the position you are applying for! (Select all that apply)

Word of mouth

Social Media

Flyer on campus

Student Employment Application

On behalf of the Associated Students, Inc., we thank you for your interest in joining our team. Before proceeding, please take a moment to review our academic involvement requirements below.

[Academic \(GPA & Unit Load\) & Conduct Requirements \(Click to download\)](#)

It is important that you understand our eligibility requirements prior to applying, as failure to meet any of these can lead to a delay in your application or rejection. Eligibility may vary for each position.

You can only submit one application per position. For more information on each position, click on the following: [Job Descriptions](#)

All questions regarding involvement in ASI can be sent to asi-hiring@csusb.edu.

Applicant Information

Please select which position you are applying for.
Elections Chair

Name
Malak Darijbara

Coyote ID	Email	Phone
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Address

When is the best day and time to reach out to you?

Date of Birth	Current Class Standing	Expected Graduation Date (Month/Year)
	Senior	May 2026

Employment History

Previous Employer(s)

Employer 1

Name of Employer	Position
Brittany Dennis	Pre-Health Advisor
Date Started	Date Ended
4/14/2025	
Reason(s) for Leaving	

N/A - this is my current role.

May we contact this employer?

Yes

Supervisor Email Address

Brittany.Dennis@csusb.edu

Employer 2

Name of Employer

Terri Anderson

Position

Wellness Ambassador

Date Started

1/1/2025

Date Ended

4/10/2025

Reason(s) for Leaving

May we contact this employer?

Yes

Supervisor Email Address

terri.anderson@csusb.edu

Employer 3

Name of Employer

Barbara Herrera

Position

Student Mentor

Date Started

8/12/2024

Date Ended

11/4/2024

Reason(s) for Leaving

May we contact this employer?

Yes

Supervisor Email Address

bherrera@csusb.edu

Supplemental Questions

Please describe the qualities that make you an eligible candidate for the position that you are applying for. Include any relevant experience, previous roles, coursework, etc.

I am an eligible candidate for Elections Chair because my leadership experience, campus involvement, and organizational skills directly align with overseeing a fair and structured elections process. Through my roles as President of the Muslim Student Association, Public Relations Officer for MAPSS, and a Student Ambassador for the Health Science and Human Ecology department, I've gained extensive experience coordinating meetings, preparing agendas, communicating with large groups, and managing sensitive information, all essential responsibilities of the Elections Committee. My work as a Pre-Health Peer Advisor at the Health Professions Advising Center has strengthened my ability to guide students through detailed applications, maintain professionalism, and uphold policies with clarity and fairness. Across all my positions, from student mentoring to Basic Needs support, I've demonstrated strong written and oral communication, independent work habits, and proficiency in Microsoft and Google Suite. Combined with my academic standing, campus involvement, and commitment to unbiased leadership, I'm confident in my ability to support a transparent, organized, and equitable ASI Elections process.

Please describe your experience in coordinating and managing events.

How do you foster teamwork and collaboration among your peers and colleagues that you work

with?

Please describe how you plan to promote and facilitate a fair student government election for ASI.

To promote and facilitate a fair ASI student government election, I plan to emphasize transparency, consistency, and clear communication at every stage of the process. I will ensure that all candidates receive the same information, expectations, and deadlines by providing organized orientations, distributing clear election materials, and maintaining accessible records. I will strictly follow the Elections Policy and apply all rules uniformly, addressing questions or concerns in a neutral and professional manner. I also plan to create an open and welcoming space for students to submit applications, ask questions, or express concerns without bias. Additionally, I will work closely with the Elections Committee to document meetings, uphold procedures, and manage complaints fairly based on established guidelines. My goal is to support an election environment where every candidate has an equal opportunity to participate and where students can trust the integrity and transparency of the entire process.

Supplemental Documents

Class Schedule (term applying for)

Image 11-13-25 at 2.52 PM.jpeg

Resume

Malak Darijbara Resume .pdf

Cover Letter (Optional)

Letter of Recommendation (Optional)

Portfolio

Academic Consent Authorization

ASI believes that the academic responsibility of a student should always remain a priority. Students who do not meet the academic requirements will be removed from the application pool. You can refer to [ASI's Grade Policy](#) for more information.

Please acknowledge one of the following

I certify that I meet the GPA requirement for the position I am applying for, and consent for ASI to check my academic eligibility.

Student Conduct Consent Authorization

ASI wants to ensure that student employees have and maintain a conduct record free from campus violations or disciplinary actions. Students who have a disciplinary record with the Office of Student Conduct will be removed from the application pool.

Please acknowledge one of the following

I certify that I meet the student conduct requirements mentioned above and consent for ASI to review my conduct record if needed.

Almost done! Your feedback is valuable to us in all of our processes. Tell us how you heard about the position you are applying for! (Select all that apply)

Word of mouth

Malak Darijbara

Education: **California State University, San Bernardino (CSUSB)**

Bachelor of Science: Public Health

- Expected Graduation Date: May 2026
- Fall 2024 Dean's List

Experience: **CSUSB Health Professions Advising Center**

April 2025-Present

Pre-Health Peer Advisor

San Bernardino, CA

- Advise students on pre-health pathways and application preparation
- Provide feedback on resumes, personal statements, and interview skills
- Guide students to relevant shadowing, research, and volunteer opportunities
- Support workshops and events related to health profession development

Community Hospital of San Bernardino

March 2025-Present

Volunteer

San Bernardino, CA

- Provide clinical and non-clinical support across various hospital departments
- Assist with patient care tasks, administrative duties, and visitor support
- Collaborate with healthcare staff to enhance patient experience and hospital operations

CSUSB Basic Needs and Student Support

Jan 2025-April 2025

Wellness Ambassador

San Bernardino, CA

- Supported students with food, housing, and financial resource navigation
- Assisted with CalFresh applications, grant requests, and referrals
- Maintained food pantry operations and managed inventory
- Curated department social media content for outreach and engagement

CSUSB Student Mentoring

Aug 2024-Nov 2024

Student Mentor

San Bernardino, CA

- Promoted student success by providing academic guidance and resource referrals
- Led mentoring sessions, workshops, and campus engagement events
- Facilitated communication between students and faculty to enhance support

Skills/Awards/Certifications:

- Basic Life Support Certification
- Narcan Administration Certification
- Trauma-Informed Care Certification
- City of Bell Proclamation - Proclamation dedicated to me for spearheading Bell High School's first Culture Day
- Languages:
 - Fluent English (read, write, and speak)
 - Fluent Arabic (Seal of Biliteracy - read, write, and speak)
- Computer:
 - Google Suite: Drive, Docs, Slides, Sheets, etc.
 - Microsoft Suite: Word, PowerPoint, Excel, Outlook, etc.
 - Graphic Design (Adobe InDesign, Canva)

Extracurriculars:

- Medical and Pre-Health Student Society - *Public Relations Officer*
- CSUSB Health Science and Human Ecology - *Student Ambassador*
- CSUSB Finance Committee - *Member at Large*
- CSUSB Muslim Student Association - *President*

Elections Policy & Procedures

Last Updated:	2/21/2025
Board Agenda ID:	BD 11-25
Scope:	This policy applies to all corporate members who run for an ASI office or those other members who in any way may impact ASI elections or sponsored referenda.
Purpose:	To establish the election procedures upon which all Associated Students, Inc. (ASI) elections (general and special), will be operated, and to establish the qualification and criteria for all ASI candidates for office. Elections are at the very heart of governing the corporation and its operations; consequently, this policy has been created to ensure that strict standards in the conduct of ASI elections are stated and enforced. Should there be any conflict between this policy and the ASI bylaws, the ASI Bylaws will prevail.

A. Elections Committee Purpose and Responsibilities

1. Elections Committee Appointment and Tenure
 - a. All student members of the Elections Committee are appointed by the ASI President and approved by a majority vote of the ASI Board of Directors.
 - b. Members may only serve one year term appointments, concurrent with the ASI Presidents term of office.
 - c. Members shall not take part in any campaign for or against any candidate(s) or ballot issue(s) during their term in office, with the exception of the right to vote.
 - d. Members who are a part of the same organization as a candidate running for office must disclose the information to the ASI Elections Committee Chair prior to their confirmation by the ASI Board of Directors (BoD). Failure to disclose any affiliated information will result in the immediate removal of a committee member.
 - e. Any person who is a member of the Elections Committee at any point during an academic year is ineligible to run within that same academic year.
 - f. Members may be suspended by the Elections Committee Chair for violating elections policy.
2. Elections Committee Membership
 - a. Elections Committee Chair (may only vote to break ties).

- b. A minimum of three (3) students-at-large (who are not employed or already serving within ASI in any capacity). These students are appointed by the ASI President and subject to a majority vote of approval of the filled voting positions present at the BoD meeting. (Voting)
- c. Three (3) members of the ASI BoD who are not running in the election (including re-election) confirmed by a majority vote of the filled voting positions present at the BoD meeting (Voting)
- d. Director of the Office of Student Leadership and Engagement or their designee serving as an advisor (non-voting).
- e. Director of Student Conduct and Ethical Development or their designee serving as an advisor (non-voting).

3. Elections Committee Responsibilities

- a. Members shall administer and interpret the Elections Policy and ensure the fairness of the election and the adherence by the candidates to the elections regulations established by the ASI BoD through the Bylaws and this policy.
- b. Members shall hear all formal complaints, deliberate, and render decisions concerning disputes and violations related to Elections, the ASI Bylaws, and applicable university rules and regulations.
- c. Members shall recruit students to run for office in the ASI Elections.
- d. At the direction of the Elections Committee Chair, the Elections Committee shall:
 - i. work with the ASI Productions Team to develop an elections marketing plan including a theme, materials, and key information designed to inform the student body about an upcoming election.
 - ii. make marketing presentations in classrooms and at club/organization meetings to publicize election information.
 - iii. recruit ASI members, who are not running in the elections, to help with election publicity and marketing.
 - iv. publicize voting information, election dates, election times, and election locations, no less than four business school days before each election.
- e. Prior to each general election, the Elections Committee Chair, with the assistance of the Elections Committee, will:
 - i. Establish timelines for applicants to file the online application form and make a formal declaration of candidacy.
 - ii. Announce and publicize an open application filing period of at least ten (10) business days (two calendar weeks).
 - iii. Prepare the online application form to run for ASI office, and include the following files:
 - 1. ASI Elections Policy
 - 2. General Elections Calendar
 - 3. Candidate Expense Forms

4. Elections Committee Chair Appointment and Tenure
 - a. The Elections Committee Chair shall be appointed by the ASI President and approved by a majority vote of the ASI BoD.
 - b. The tenure of office for the Elections Committee Chair shall be one year, to be concurrent with the term of the President who appoints them. In the event of a vacancy, the ASI President may issue a non-renewable 30-day appointment to fill the position until a new Elections Committee Chair is approved by the ASI BoD.
 - c. The Elections Committee Chair may not hold any other elected ASI office nor be eligible for election to any ASI office. They may not take part in any campaign for or against any candidate(s) or ballot issue(s) during their tenure in office, with the exception of the right to vote.
 - d. The Elections Committee Chair is advised by the ASI Executive Director as well as the ASI Advisor (Dean of Students), or their designee.
5. Elections Committee Chair Responsibilities
 - a. Serve as Chair of the Elections Committee.
 - b. Be a non-voting, temporary member on the ASI Board of Directors.
 - c. Administer the Elections Policy and ensure the fairness of the election and the adherence by the candidates to the elections regulations.
 - d. Assist students in application process for ASI elections.
 - e. Work with advisors to complete all requirements for the online voting system including ballot preparation, candidate statements and pictures, email alerts, request for voter information and institutional research data.
 - f. Arrange for the preparation of all election materials including documentation, official publicity, and marketing.
 - g. Preside over all complaints regarding elections conduct, violations of the ASI Elections Policy and/or applicable university policies and procedures.
 - h. Maintain documentation of all Elections Committee agendas and minutes, including those that address election irregularities.
 - i. Arrange for the secure handling of all election materials, including confidential information.
 - j. Coordinate requests for students needing special voting accommodations due to disability.
 - k. Oversee the purchase, management and storage of all election-related supplies.

- l. Be responsible for the proper training and instruction of Elections Committee members -- particularly in proper election procedures and in facilitating a fair and unbiased violation process.
- m. Have the power, through the Elections Committee process, to conduct a formal hearing on any candidate charged with violating any section of this policy and all policies relating to ASI and all related university policies and procedures.
- n. Publicize and make available the guidelines and policies on campaigning, campaign publicity and posting relations pertinent to the elections process.
- o. Publicize the elections schedule and all necessary filing information through the ASI webpage, no later than the first day filing opens and run through the last day of elections.
- p. Be responsible for scheduling Elections Committee members to oversee various aspects of the elections process.
- q. Coordinate and facilitate the mandatory candidate orientation meeting, which is scheduled for the purpose of distributing and explaining the various elections rules and processes to candidates.
- r. Submit election results to the ASI BoD at the first meeting following the last day of voting. The results should be considered an information agenda item and shall serve as the confirmation of results of the ASI election.
- s. Be responsible for preparing and distributing meeting agendas and minutes to the ASI Elections Committee and other relevant stakeholders.
- t. Ensure that permanent files of the minutes, election(s) results, and other historical information are kept by the ASI Office.

6. Elections Committee Meetings

- a. The Elections Committee shall meet weekly as voted upon by the committee during the regular semester.
- b. Quorum for the Elections Committee shall be:
 - i. At least four voting members present, including the Elections Committee Chair.
 - ii. At least one of two advisors.
- c. Voting members of the Elections Committee may have no more than three (3) unexcused absences from official meetings, hearings or other official Elections Committee obligations. Any member of the Elections Committee who has more than three unexcused absences from any Elections Committee meetings, hearings or other official Elections Committee obligations shall be considered as having vacated their seat on the Committee.

B. Qualifications for Candidacy for an Elected Office

1. Academic Criteria

- a. All students running for elected office must meet the academic qualifications set by the California State University Office of the Chancellor and in adherence to ASI policies to hold office.
- b. A student must be regularly matriculated to the University, not through the College of Extended Learning, and currently attending classes at CSUSB.

2. Semester Units

- a. Undergraduate candidates for office:
 - i. Must be currently enrolled on campus and have completed at least one semester prior to an election.
 - ii. Earn a minimum of 6 semester units during that election year
 - iii. Undergraduate students are allowed to earn a maximum of 150 semester units required for a specific baccalaureate degree objective, whichever is greater.
 - iv. Students holding over that number of units will no longer be eligible for ASI office. This requirement applies to candidates for ASI office and incumbent office holders.
- b. Graduate and Credential candidates for office:
 - i. Must be currently enrolled on the campus and have completed at least one semester prior to an election.
 - ii. Graduate and Credential students must be currently enrolled on the campus in a minimum of 3 semester units per term to be eligible.
 - iii. Graduate and Credential students are allowed to earn a maximum of 50 semester units required for the graduate or credential objective, whichever is greater.
 - iv. Students holding over that number of units will no longer be eligible for ASI office. This requirement applies to candidates for ASI office and incumbent office holders.

3. Grade Point Average (GPA)

- a. Undergraduate candidates for office:
 - i. Undergraduate candidates for office must maintain a minimum of 2.5 GPA in cumulative work as well as the semester prior to an election.
 - ii. In order to assume office, Undergraduate candidates must have achieved a 2.5 GPA during the semester in which they were elected.
 - iii. Candidates must be clear of any probation including academic and disciplinary cases for one semester prior to running for elected office.
- b. Graduate and Credential candidates for office:
 - i. Graduate and Credential candidates for office must maintain a minimum of 3.0 GPA in cumulative work as well as the semester prior to an election.
 - ii. In order to assume office, Graduate and Credential candidates must have achieved a 3.0 GPA during the semester in which they were elected.
 - iii. Candidates must be clear of any probation including academic and disciplinary

cases for one semester prior to running for elected office.

4. Student Conduct Criteria

- a. Neither candidates nor incumbents may be on disciplinary probation.
- b. Candidates running for an elected office must be in good standing with the University with no current or pending disciplinary action with Student Conduct and Ethical Development or the Department of Housing and Residential Education.

C. Requirements for Candidacy for an Elected Office

1. Positions Available and Term Limits

- a. The following positions shall be elected in the general election by the student body.
 - i. One (1) ASI President
 - ii. One (1) ASI Executive Vice President
 - iii. One (1) ASI Vice President of Finance
 - iv. One (1) ASI Vice President of Palm Desert Campus
 - v. Five (5) Directors from each of the academic colleges
 - vi. One (1) Director representing Graduate Students
 - vii. One (1) Director representing Student Athletes
 - viii. One (1) Director representing Housing Students
 - ix. One (1) Director representing International Students
 - x. One (1) Director representing Students with Disabilities
 - xi. One (1) Director representing Clubs and Organizations
 - xii. Two (2) Directors representing Students at Large
- b. Each elected officer (President and Vice Presidents) may not hold an individual executive office for more than two (2) terms, whether those two terms are consecutive or non-consecutive terms, within a six-year period after the initial point of matriculation.
- c. Each elected student director may not hold individual office for more than two (2) terms whether those two terms are consecutive or non-consecutive terms, within a six-year period after the initial point of matriculation.

2. Student Director (BoD Representative) Requirements

- a. All BoD candidates must be a member of the college or major for the office which they are running; or must have filed a change of major with the Office of the Registrar by application deadline.
- b. The Athletics BoD candidates must be a former or current CSUSB student athlete.
- c. The Graduate Student BoD candidates must be enrolled in a graduate program.
- d. The Housing Student BoD candidates must be residents in good standing under the Department of Housing and Residential Education. If at any time the student no longer resides within the Department of Housing and Residential Education, then that student shall have involuntary resigned their position and the vacancy must be filled in

accordance with the vacancy procedures of the ASI Bylaws.

- e. The Students with Disabilities BoD candidates must be registered with the office of Services to Students with Disabilities (SSD).
- f. The Club and Organization BoD candidates must be part of a club or organization on campus that is chartered through the Office of Student Leadership & Engagement (OSLE).
- g. The International Student BoD candidates must be an international student enrolled through the College of Extended and Global Education.
- h. Student-at-large BoD candidates may be any regularly matriculated student.

3. Petition for Elected Office (Application)

- a. Candidates for offices shall be members of the Associated Students, Inc. as defined in Article I, Section 1 of the ASI Bylaws at the California State University, San Bernardino.
- b. No member of the Associated Students, Inc. can be a candidate for more than one office. In order to run for office and be placed on the ballot, students must submit an "Application for Elected Positions with ASI" with the following completed forms/acknowledgements to the office of Associated Students, Incorporated:
 - i. Candidate Application.
 - ii. "Statement of Declaration" agreeing to all the responsibilities for their respective office as outlined in Article III and Article IV of the ASI Bylaws.
 - iii. "Candidate Statement" of no more than 150 words that will be used as ballot information and on the ASI webpage.
 - iv. Elections Policy Acknowledgement Form agreeing to the regulations set forth on this policy and to a fair election.

4. Mandatory Candidate Orientation

- a. All candidates are required to attend a mandatory candidate orientation meeting. Failure to attend will result in the disqualification of the candidate to run for office and from the ballot. Exceptions (class schedule, medical or other emergencies) can be made by the Elections Committee.
- b. The Elections Committee Chair along with the advisors to the Elections Committee will present candidates with an overview of the elections process including:
 - i. Current ASI Elections Policy
 - ii. The ASI Bylaws
 - iii. Current ASI minimum academic requirements
 - iv. Overview of Campaign Regulations
 - v. Overview of Conduct and Violation Procedures
 - vi. Overview of Expense Forms
 - vii. Online voting information including rules on candidate statements and timelines on the results reveal.

5. Verification to Hold Office (Certification of Results)

- a. Before a candidate can hold office, the academic and disciplinary criteria will be verified.
- b. If the candidate does not meet the criteria outlined within this policy (including Spring Semester academic requirements) or has violated this policy, then the runner-up (provide all the criteria are met by this candidate) will be announced the winner up until the end of the academic year following that election.
Vacancies after an election shall be filled in accordance with the succession plan in the ASI Bylaws.

D. Election Procedures

1. Determining Applicant Eligibility

- a. Applicant eligibility will be determined by the Elections Committee Chair in consultation with the advisors of the Elections Committee.
- b. It is the ultimate responsibility of the applicant to ensure that they are eligible to run for and hold office.
- c. The Elections Committee Chair will advise all applicants of their official determination of eligibility to run within one (1) calendar week of the close of filing.
- d. Students are considered applicants from time of filing until eligibility for candidacy has been verified. They are then candidates until the elections results have been accepted by the ASI BoD. Verification process for eligibility shall be as follows:
 - i. All applications are submitted before the filing deadline to the Elections Committee Chair.
 - ii. Applications are submitted for Conduct Check and verified by the Office of Student Conduct under the Director of Student Conduct and Ethical Development.
 - iii. Applications are then submitted for academic verification to the Office of Student Leadership and Engagement.
 - iv. Applications are then submitted to ASI for policy verification and the final check before an applicant may become a candidate. Upon determining eligibility, ASI will submit these applications to the Elections Committee Chair under the advisement of the Office of Student Engagement so that applicants may be informed of their status to run.
- e. Should an applicant be determined ineligible to run due to a non-resolved grade or unit issue, they may file for an appeal for eligibility by contacting the Director of Student Leadership and Engagement within 3 calendar days of being notified of ineligibility. The appeal may only be considered if a grade or unit load can be changed within two (2) calendar weeks.
- f. All applicants must have paid ASI fees as part of their tuition in order to be eligible for

candidacy.

2. Role of Office of Student Leadership and Engagement

- a. The Director of the Office of Student Leadership and Engagement or their designee will serve as the advisor to the Elections Committee and Chair.
- b. Meet with ITS and/or Office of the Registrar prior to an election to determine students who are eligible to vote in an election and provide enrollment information to the campus department overseeing the ballot.
- c. Determine academic eligibility.
- d. Manage the balloting procedures both in person and electronically.
- e. Provide timely and accurate election results to the University President, Vice President of Student Affairs, the ASI Advisor and the Executive Director of ASI.

3. Role of Office of Student Conduct

- a. The Associate Dean of Students and Director of Student Conduct and Ethical Development or their designee will serve as an advisor to the Elections Committee and Chair
- b. Ensure violations are assessed in an objective manner in accordance with this policy.
- c. Determine conduct eligibility.

4. Timeline of Election Process

- a. A General Election shall be conducted annually in accordance with current ASI Bylaws and Elections Policy.
- b. Elections may only be conducted during the fall and spring semesters excluding the fall and spring breaks. Elections may not be conducted during final exam week of any semester.
- c. Any amendments to the Elections Policy shall be made at least sixty (60) days prior to an election and approved by a simple majority vote of the ASI BoD.
- d. The general ASI Election will be conducted over a three-day consecutive period concluding on the third day at 12:59 PM (Pacific Standard Time).
- e. ASI Runoff Elections will be conducted over a two-day consecutive period, concluding on the second day at 11:59 PM (Pacific Standard Time).

5. Palm Desert Campus Elections

- a. Palm Desert Campus (PDC) election will be conducted in accordance with the procedures set forth in this policy. The Elections Committee Chair will be responsible for the management of any elections process and the transportation of elections materials, from the Palm Desert Campus to the San Bernardino Campus.

- b. Any campaigning on PDC will comply with this policy.

6. Voting Procedures for General Elections, Run-Off Elections, and Recall Elections

- a. As a means to become a more sustainable corporation and for the purpose of making elections accessible to all students, elections and the casting of ballots shall be completed online.
- b. For the purposes of this policy, ballots will be accessible electronically and by paper (only in the case of systematic failure) and will be kept with the Office of Student Leadership and Engagement until after the election.
- c. Electronic voting will take place in accordance with this policy. Voting at the general election will begin at 12:00 AM (Pacific Standard Time) on the first day of an election and will conclude at 12:59 PM (Pacific Standard Time) on the last day of an election. Ballots that are submitted after this deadline will not be counted towards the official count and will be considered invalid.
- d. Electronic voting at a runoff election will be held over a two-day consecutive period. Voting will begin at 12:00 AM (Pacific Standard Time) on the first day of a runoff election and will conclude at 11:59 PM (Pacific Standard Time) on the last day of a runoff election.
- e. Students may cast their vote electronically through an approved administrative computing platform approved by CSUSB Information Technology Services.
- f. Students in need of certain accommodations may choose to cast their ballot in person at the ASI Office (both at the San Bernardino and Palm Desert Campuses) on election days so long as they present their California State University, San Bernardino identification card (Coyote One Card) or a valid picture identification card.
- g. Any paper ballots that are used are to be alphabetized once they have all been cast. All ballots will be checked against the PeopleSoft rosters.
- h. Ballots without names and/or student identification number on them will not be counted.
- i. The Elections Committee Chair and Director for the Office of Student Leadership and Engagement will oversee the vote count and confirm the results of the election. Results of an election shall be posted in a timely manner.

7. Vote Requirements for Candidates

- a. In order to be elected, a candidate running for executive office must receive a simple majority (50%+1) of the votes cast for the office in question. For the ASI BoD positions, the candidates receiving the largest number of votes will be elected.
- b. If no candidate for executive office receives a simple majority of the votes cast for the office in question, a runoff election will be held between the two (2) candidates receiving the largest number of votes in the general elections. In the case where there are only two (2) candidates and neither receives a simple majority (50%+1), the

candidate receiving the largest number of votes shall be declared the winner.

8. Term of Office

- a. A term of office for all those elected in the general ASI election shall be in conjunction with one fiscal year (as defined by the University) immediately following their election and at the beginning of the following academic year, unless they resign or are removed according to established procedures. The candidate elected into office shall be known as “elect”.
- b. Anyone elected in a special election shall take office after the results of said election are certified and shall remain in office until the end of the fiscal year they are elected in, unless they resign or are removed according to established procedures.

9. Election Results

- a. Elections results may be obtained under the advisement of the Director of Student Leadership and Engagement by the Elections Committee Chair following the close of voting.
- b. Election results shall be announced by the Elections Committee Chair at the Elections Reveal event held directly after the close of the official election period.
- c. Election results will be posted outside of the ASI Office at both the San Bernardino and Palm Desert Campuses, on the ASI website, social media, and electronically emailed to the student body

10. Resolving conflicts between the ASI Elections Policy and Procedures, and the ASI Bylaws

- a. In the event of a conflict between the provisions of the ASI Elections Policy and Procedures and the ASI Bylaws, the ASI Bylaws shall take precedence over the ASI Elections Policy and Procedures.

E. Campaign Regulations

1. Requirements and Restrictions

- a) Campaign materials or activities must be used or take place only during the time specified by the Elections Committee (from the official announcement of candidates running for office, until 11:59 PM on the last day of the election). It is the responsibility of the candidate to be knowledgeable of what can and cannot be done during the election period. Any questions should be posed to the Elections Committee Chair or Elections Committee advisors.
- b) The deliberate or innocent use of ASI and Student Union equipment and supplies is forbidden.
- c) Candidates cannot distribute materials in classrooms (in-person or virtual) once class is in session without the professor's permission. It is up to the instructor's discretion to allow candidates to take class time for presentation.

Commented [HG1]: Feedback from last year's elections chair: Candidates should have to let the Elections Chair/Committee know if they will be attending events that were scheduled before the elections and campaigning process started, to let the Chair and Committee know they are attending the meeting and confirm that the candidate will not be campaigning at that event. This will help avoid confusion for candidates that are a part of clubs and other organizations on campus who don't want to get a violation for assuming their campaigning at an event.

d) Candidates may not tamper with, remove, relocate, conceal, or otherwise touch any other candidate's campaign materials. Candidates may repost an online image or post via social media of another candidate as long as it is not tampered with or damaging to their campaign. Candidates are responsible for the actions of their Campaign Team. This section may be considered grounds for disqualification.

e) No campaigning inside the Pfau Library building. The intent of this provision is to prohibit campaigning or any related activities in all areas of the Pfau Library building, including those areas which are being used as classrooms.

f) No campaigning, posting, or distributing of campaign materials may be done within fifty (50) feet of the San Bernardino campus ASI Office and five (5) feet from the Rancho Mirage Student Center, in which the Palm Desert Campus ASI Office is located). [For the purposes of this policy, the distance mentioned pertains to the same level/floor of the ASI offices.](#)

~~g)~~

~~h)g)~~ No candidate names shall be broadcasted over any AV equipment (unless ASI is facilitating the broadcasting).

~~h)h)~~ Candidates that are current ASI officers and/or employees may not wear ASI-issued staff gear while campaigning, this includes election events or personal promotion.

~~h)i)~~ Candidates are prohibited from providing electronic devices to potential voters to cast their ballot.

~~h)j)~~ Candidates are prohibited from asking potential voters to use their own electronic device to vote on the spot.

~~h)k)~~ Candidates are prohibited from taking and using another student's device to cast that student's ballot.

2. ASI-sponsored Election Events

a) Candidates are allowed to campaign at ASI-sponsored Election Events (except Voting Days) as long as the guidelines in this policy are met.

b) During Voting Days, candidates are not allowed to campaign near the official ASI voting stations (this includes voting giveaways). The distance for campaigning will be determined by the ASI Elections Chair in consultation with the ASI Productions Team to allow flexibility if locations change.

2.3.Campaign Expenses

a) Campaign Spending Minimums and Maximums

- i. The campaign expenses, fair market value, including donated or in-kind goods and services, for any candidate shall not exceed a maximum of \$700 per individual candidate in a non-run-off election.
- ii. The described campaign expenses shall not exceed \$250 for run-off elections.
- iii. Any cost associated with internet campaigning shall be included in

the above caps.

- b) All candidates, including those who have been elected into office, must submit a financial report of campaign expenses by the deadlines listed in the election's timeline. Failure to submit any financial reports by the given deadlines may result in disqualification.
- c) Candidates are still required to submit an expense report even if they have no expenses associated with their campaign.

d) Campaign expenses shall be carefully reviewed by the Elections Committee.

e) Candidates cannot use ASI funds for their campaign.

~~d)f) Candidates running for re-election cannot use their BoD events and BoD funds to campaign.~~

~~e)g)~~

3.4. Materials, Posting, and Advertising

- a) All posting and distribution of materials, billboards and other materials will be done in accordance with current university guidelines and policies.
- b) All campaign materials are subject to review and approval by the Chair of the Elections Committee.
- c) Posting is permitted on any 'General-Use Bulletin Board.' Posters must not exceed 11x17 inches. in size. Only one poster is allowed for an individual in each bulletin. The poster may not overlap other posters and must be fastened with tacks or staples – not tape.
- d) A disclaimer must be on all campaign materials, including any social media posts or bios (this includes each individual online account) in a minimum of 12-point font (where applicable) and read "ASI as a corporation does not endorse any candidate in the election". No other wording or variation is acceptable and will be deemed a violation.
- e) Candidates running for re-election cannot utilize an ASI email or ASI-gear as part of their campaigning.
- f) Candidates running for re-election may use their current ASI titles on campaign materials.
- g) Candidates are prohibited from using any type of ASI logo (current or past) on their campaign materials. This does not include the sharing or reposting of an official ASI Elections social media post already containing the ASI logo.
- h) No campaign posting in locations that strictly prohibit it.
- i) Food and beverage giveaways or sales are prohibited.
- j) Bribing votes is not allowed.
- k) Campaigning at the Palm Desert Campus must follow university guidelines for that campus.
- l) Candidates may not post more than one (1) flyer per bulletin board on campus. Flyers or

Commented [HG2]: Feedback from last year's elections chair: Allow or deny candidates to sell products during campaigning into the elections policy.

posters may not cover another candidate's flyer.

- m) Writing on windows of private cars with permission of the owner is allowed.
- n) No campaigning is allowed in any parking lots or parking structures, this includes placing flyers on vehicles.
- o) No posting on buildings, steps, windows, posts, lawn areas, railings, trees, traffic control signs, utility poles, construction fences, vehicles, campus directories, trash or recycle bins; in garden areas, flower beds, or newspaper racks; or within ponds or fountains.
- p) Taping and chalking any campaign materials to building floors or campus pavement (including sidewalk) is not allowed.
- q) No staked signs (metal, wood, or plastic) may be used for campaigning (this includes wired signs or anything that goes into the ground).
- r) The issuance of any money or monetary equivalents that can be exchanged for real goods to potential voters as part of a campaign will be considered grounds for disqualification.
- s) All campaign materials must be removed by 5:00 ~~PM~~PM the next business day after the last day of voting.
- t) Candidates or their campaign teams may not use CSUSB academic based platforms to campaign such as Canvas, Coyote Connection, and MyCoyote.

~~u)~~

4. Social Media

~~a)u)~~ Candidates who use any social media electronic platforms such as personal profiles or unique profiles for campaigning purposes must add the Elections Committee Chair to them. Failure to add the Elections Committee Chair to these platforms within 24 hours of their creation (or first post if it's a personal profile) will result in the elimination of that platform use for that candidate.

~~b)v)~~ Any and all campaign material posted on social media must include a disclaimer that reads "ASI as a corporation does not endorse any candidate in the election" in a minimum of 12 pt. font (if applicable). No other wording or variation is acceptable and will be deemed a violation.

~~c)w)~~ Candidates who create social media profiles specifically for campaigning purposes must also include the disclaimer stated above in their profile bios.

~~d)x)~~ No electronic campaigning shall begin prior to the formal campaigning period.

~~e)y)~~ Candidates and/or their campaigning team are prohibited from commenting on posts on ASI social media pages to campaign.

~~f)z)~~ Candidates are allowed to share or repost official ASI social media posts regarding elections for the sole purpose of promoting elections-related resources, deadlines, or programs.

5. Breach of Conduct

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Commented [HG3]: Feedback from last year's elections chair: Students should have to make CSUSB instagram accounts explicitly for ASI campaigning during the elections.
This would help avoid confusion on whether a post could be considered campaigning, whether it be for ASI or other student leadership roles the candidate might be a part of. Students would not have to include the ASI disclaimer in their post, saving themselves from a possible violation.

- a) Any candidate who is found participating, sharing, or promoting false statements that damage another candidate's reputation or their campaign via online electronic platforms may be disqualified and be referred to the University for disciplinary action.
- b) The "liking", reposting, or affirming of an online post that discriminates against protected classes is considered a violation.
- c) During its normal operations, inclusive of campaign activities, Associated Students, Inc. follows the California Department of Fair Employment and Housing protections afforded to the following classes; race, color, religion (includes religious dress and grooming practices), sex/gender (includes pregnancy, childbirth, breastfeeding and/ or related medical conditions), gender identity, gender expression, sexual orientation, marital status, medical Condition (genetic characteristics, cancer or a record or history of cancer), Military or veteran status, National origin (includes language use and possession of a driver's license issued to persons unable to provide their presence in the United State is authorized under federal law), ancestry, disability (mental and physical including HIV/AIDS, cancer, and genetic characteristics), genetic information, Request for family care leave, Request for leave for an employee's own serious health condition, request for Pregnancy Disability Leave, retaliation for reporting patient abuse in tax- supported institutions, age (over 40) ("Protected Classes"). Associated Students, Inc. neither supports or condones any derogatory or harassing comments made towards such Protected Classes. Any individual connected with Associated Students, Inc. and is found to make derogatory or harassing comments towards a Protected Class will be separated from Associated Students, Inc. However Associated Students, Inc. does support open non derogatory or non-harassing conversations directly regarding topics of issues dealing with Protected Classes.

6. Endorsements

- a) For the purposes of this policy, an endorsement is defined as support of any candidate for elected office. These endorsements can also be made on social media through a public posting or by sharing online content from a candidate. Following a candidate on social media, liking a status or commenting on a post is not considered an endorsement.
- b) ASI resources may not be used to endorse a candidate. ASI resources include, but are not limited to, things such as webpages, social media platforms, Coyote Connection page, ASI-owned marketing equipment, or the ASI office at San Bernardino or Palm Desert Campus.
- c) Candidates running for re-election may use their current ASI titles on campaign materials but are prohibited to use any type of ASI logo, or their current ASI email.
- d) Clubs and organizations may choose to endorse a candidate on their own terms without the candidate having prior knowledge.
- e) Candidates who falsify an endorsement will be disqualified.
- f) Candidates are allowed to endorse other candidates running in the ASI election.
- g) University departments cannot endorse candidates.

7. Campaigning in on-campus housing and the Santos Manuel Student Union

- a) Candidates may campaign at these locations so long as they adhere to all posting policies as set forth by the University and their individuals departments and/or buildings.

F. Violations

1. Disqualification of a Candidate or invalidation of an election

- a. In order to ensure the fairness of an election, candidates will be subject to follow the rules within this policy. Failure to do so will result in a violation. The Elections Committee shall be sole determiner of whether or not a violation has occurred during the elections process.
- b. Candidates may be disqualified or an election may be invalidated by a two-thirds vote of the voting members of the Elections Committee. Any decision of the Elections Committee is final and must be reported to BoD.
- c. Any appeals will be submitted to the Office of the Vice President for Student Affairs (or their designee) and ASI Elections Chair. Their decision is final.

2. Report of Violation

- a. If any candidate or student observes a candidate, or campaign team member violating the elections policy or university policies and procedures that govern student conduct, they are permitted to report the offense formally (in writing) to the Elections Committee.
- b. Formal complaints will be accepted through submission of an ASI Elections Violation Report Form found on the ASI website.
 - i. The ASI Elections Violation Report Form shall include the name of the individual filing the complaint, their contact information and the section of a policy that is believed to have been violated.
- c. The Elections Committee Chair and Advisors will make every effort to resolve any and all complaints or disputes informally. Candidates who run for office are expected to comply with all efforts to resolve complaints informally whenever possible.
- d. Failing to reach an informal resolution or if the candidate fails to comply with the informal resolution, the Elections Committee will convene and have the ability to resolve the complaint by any of the following procedures:
 - i. The Elections Committee may decide to hold a formal hearing within twenty-four (24) hours of receiving any formal complaint.
 - ii. The Elections Committee may also decide to dismiss complaints without a formal hearing or to hold a formal hearing at any time up until or at their next regularly scheduled committee meeting.
 - iii. If the complaint is against the Elections Committee Chair, that complaint should be filed directly with the ASI BoD at a scheduled meeting.
 - iv. The Elections Committee Chair will notify the Elections Committee, Advisors

- and candidates involved of the date and time of the formal hearing.
- v. Both parties involved in the complaint may present pictures, eyewitness accounts, or written statements at the hearing.
 - vi. Any and all evidence must be brought to the hearing to be considered during committee deliberations. The Elections Committee Chair will Chair the hearing and make sure that order ensues. If a candidate fails to maintain order during a hearing, the Elections Committee has the right to cancel the hearing, or to decide the complaint without the evidence that candidate would have provided.
 - vii. The candidate making the complaint will have the opportunity to present their complaint and evidence first (along with all their witness statements).
 - viii. Following the presentation of evidence from both sides, the Elections Committee will have the opportunity to ask questions and gather information from any persons present.
 - ix. Complainants will not use the elections hearing as an opportunity to question or challenge one another. The hearing is an opportunity for the Elections Committee to gather information on issues pertaining to the complaint in question only.
 - x. The Elections Committee may vote at any time to close the hearing and move into closed session for deliberations.
 - xi. The Elections Committee has the right to impose any or all of the following sanctions against an individual candidate who is found to have violated the ASI Elections Policy, university policies or procedures concerning student behavior:
 - 1. Require an individual/candidate/campaign volunteers to refrain from any/all types of campaigning for a period of at least one hour, not to exceed a period of two weeks, prior to or during the course of an election (including during the hours of voting). Candidates will be given 2 hours to remove all campaign materials both physically and electronically.
 - 2. Report to the ASI BoD that a candidate be disqualified from assuming office.
 - 3. Report to the ASI BoD that the Presidential and/or specific ASI elections be declared null and void.
 - i. A special election would then be held in accordance with this policy and the ASI Bylaws.
 - e. A candidate is free to campaign under the regulations of this policy up until a violation is officially issued with its specific restrictions.
 - f. No “anonymous” violations will be accepted by the Elections Committee.
 - g. The meeting of the Elections Committee shall remain open to the public.
 - h. Deliberations of violations the ASI Elections Committee may be conducted in closed session pursuant to CA Education Code Section 89307

G. Recall Procedures

1. Recall Procedures

- a. Recall procedures shall take effect when a petition bearing the signatures of 15% of an office holder’s constituency is presented to the Elections Chair of the Elections Committee. In the absence of the Elections Chair, the Elections Committee may vote

(with a 2/3 vote) to accept the petition.

- b. The office holder being subject to recall may not replace themselves.

2. Petition Requirements

- a. Each petition must contain the printed name, signature and student ID number of all those signing the petition.
- b. Each petition must state who is being recalled and from what office he/she is being recalled. Petitions must contain the following statement: "We, the undersigned, declare under penalty of the perjury that we are members of this ASI office holder's constituency, and that we wish to have this ASI office holder face a recall election."

3. Elections Committee Responsibilities

- a. It will be the responsibility of the Elections Chair to notify the office holder that is being recalled, the ASI Advisor and the Office of Student Engagement. If there is not an Elections Committee/Elections Chair, the BoD shall appoint a temporary Elections Chair for the duration of the recall election.
- b. An election date shall be set by the Elections Committee, which shall fall within fifteen (15) to twenty (20) school days receipt of the petition. The date must fall within a regular academic semester - fall or spring (excluding the summer semester).
- c. The recall election shall be publicized by the committee as soon as possible, but it must be publicized at least five (5) school days after receipt of the petition.

4. Campaign Regulations

- a. All campaign regulations of the Bylaws shall be adhered to. Only those members of the office holder's constituency shall vote.

5. Ballot Procedures

- a. The ballot for the recall election shall contain the following provisions:
 - i. It shall state: "Shall (office holder) be recalled from the office of (office)? "Yes" "No"
 - ii. If a majority of the vote is "Yes", then the office holder shall be removed from the office immediately upon the announcement of the results.
 - iii. If a majority of the voter's vote "No", then the office holder shall be retained in office and shall not again be subject to recall for at least sixty (60) calendar days.

6. Recall Election Succession Procedures

- a. The succession to an office successfully vacated by a recall election will be in accordance with the ASI Bylaws.
- b. If no candidate wins a majority, a run-off shall be held within one (1) week between the two (2) candidates who received the most votes.

Club Allocation Budget (CAB) Policy

Last Updated: 5/3/24

Board Agenda ID: BD 31-24

Scope: CSUSB Chartered Clubs & Organizations, ASI Vice President of Finance, ASI Finance Committee

Purpose: The mission of the Club Allocation Budget (CAB) is to provide a level of financial support to student clubs and organizations for on-campus events and activities. The guiding philosophy of this policy is that student clubs and organizations actively engage in raising the funds necessary to support the program or activity they wish to put on, and that Associated Students, Incorporated (ASI) may serve as a resource in augmenting the balance of the funds necessary to assist the clubs and organizations to achieve their goal(s).

It is important for clubs and organizations to note that applying for CAB funds is a privilege and not a right, and that funds will be considered for distribution based on the merit of their proposed activity or event, on a first-come-first-served basis and be scrutinized in a fair application process.

ASI supports student advocacy and is prohibited from creating any policy or practice that suppresses the freedom of speech so long as the aforementioned speech is enacted in accordance with local, state, and federal laws.

1. CAB Operating Procedures

The basic premise for which funds will be allocated is to promote on-campus programming and is based on the general contribution of a program to on-campus CSUSB students. Student funds will not be used to support off-campus programs, activities, events, faculty, or staff expenditures. The only exception for off-campus programs will be conference/tournament registration fees for students.

- a. Organizations must be chartered with the Office of Student Leadership and Engagement (OSLE) and be in good standing with the University as determined by the Office of Student Leadership and Engagement and certified on the application form in order to be eligible to submit a Funding Request Form (FRF)
- b. Organizations requesting funds through CAB must be debt free with the University.
- c. The ASI Vice President of Finance will be the chief auditing officer of all Funding Request Forms submitted for funding and will be empowered to approve or deny all requests in accordance with this policy. The ASI Vice President of Finance is required to make decisions

based solely on this policy and is prohibited from making decisions to accept or deny funding requests based on personal beliefs. If an FRF is denied, the decision of the Vice President is not final, and clubs or organizations may appeal a decision to the ASI Finance Committee. The decision of the Finance Committee may be appealed to the ASI Board of Directors at a regularly scheduled meeting that will require a 2/3 vote to overturn a decision previously made. ASI is committed to distributing funds in a way that is viewpoint neutral. The withholding of funds based on a difference in political beliefs is strictly prohibited.

~~d.~~ All chartered Clubs or organizations that are requesting funds will be responsible for covering the costs upfront. must be able to pay 100% of the costs upfront. Upon correct completion of required paperwork, clubs and orgs may get ~~reimbursed~~ reimbursed for a maximum of ~~75% of the total cost.~~ 100% of the total cost. ~~Clubs and organizations that have been chartered with the Office of Student Leadership and Engagement for less than one (1) academic year are eligible to receive a~~ 100% reimbursement upon correct completion of required paperwork. It will be left to the Vice President of Finance to determine the percentage of funding support that is adequate to meet the provisions of this policy.

~~e.~~ d. FRF's that are approved. Once the student/group/organization has received approval of funding from the Vice President of Finance, issuance of checks and purchase orders will take approximately three (3) calendar weeks from the day that all necessary paperwork is completed and turned in correctly.

~~f.~~ e. Funding Request Forms that are denied by the Vice President of Finance may be appealed for funding consideration to the ASI Finance Committee (see section 3). FRF's that are denied will include a description detailing the reason for denial and the appeal process for club or organization consideration.

~~g.~~ f. The ASI Vice President of Finance will estimate the overall CAB budget at the beginning of each fiscal year at approximately 50% for the fall and spring semester to be used as a target for each semester. The ASI Vice President of Finance will report the CAB balance to the Board of Directors on the last regularly scheduled meeting of each month.

~~h.~~ g. ASI retains the right to evaluate how organizations use funds for programs in a manner that coincides with the requirements in this policy and through a neutral viewpoint. Any organization, or the representative of that organization, which violates these policies or procedures may be subjected to penalties up to and including a moratorium on any request through CAB for a period of not more than one year. Suspension penalties can be contested to the ASI Board of Directors. Decisions made by the ASI Board of Directors will be considered final.

~~i.~~ h. At least one student representative of each organization receiving funds through CAB is required to attend a mandatory workshop each academic year explaining CAB procedures. Only individuals who completed a CAB workshop can submit funding requests, appeals, and communications to the ASI Vice President of Finance, Finance committee, or Board of Directors. The individual attending a CAB workshop cannot be an advisor and must be a student. Organizations submitting the request for CAB must read this policy completely prior to filing an FRF.

~~j.i.~~ Members serving within ASI in any capacity may not present a proposal for funds or speak on behalf of their organization's proposal.

~~k.j.~~ There might be some cases where students will need special accommodation at an event. The ASI Vice President of Finance will be responsible for setting aside money for reasonable ~~oneampuson campus~~ accommodation for disabled students. ASI will pay the Office of Services for Students with Disabilities (SSD) for services rendered to those students in need upon presentation of an invoice from the SSD office. The ASI funds used to pay SSD will not count against the cap per semester/year for events. It will be up to the club to make the arrangements for accommodation with the SSD office. Clubs will not contract with off-campus agencies/persons to provide accommodation that have not been approved by the SSD office in writing to the ASI Vice President of Finance. These funds are solely for CAB approved events held on campus.

~~l.k.~~ All CAB supported events/activities must be open and publicized to all CSUSB students (with the exception of conference/tournament registration fees).

i. Funds must be encumbered or spent for the submitted event and will be deducted from the monetary cap of the fiscal year in which the event took place. Any unspent funds will revert to the CAB account. It is the club or organization's responsibility to secure and turn in all receipts, invoices, and relevant paperwork in a timely manner. No invoice submitted outside the fiscal year in which the funds were approved will be paid.

1. The Vice President of Finance may grant an exception to a deadline should the club or organization be able to demonstrate that a vendor failed to present an invoice in a timely manner. Clubs/Organizations need to establish in writing that there has been a good faith attempt to procure the necessary invoices/receipts/paperwork in writing. A signed letter from the vendor or the club's president is an example of the type of required documentation.

~~m.l.~~ Funds will be distributed until the annual budget is depleted. The Finance Committee is entrusted with the responsibility for ensuring that CAB funds are allocated in a fair and unbiased manner in accordance with this policy.

2. Funding Request Process

In order to request CAB funds, clubs and organizations must submit a Funding Request Form (FRF) with supporting documentation. This request form will be reviewed by the ASI Vice President of Finance. The Funding Request Form (FRF) and supplemental documents are available on the ASI website or by contacting the ASI Vice President of Finance.

a. Clubs and organizations must be chartered with the Office of Student Leadership & Engagement at the time of request. Clubs and orgs that are applying for funding must submit a complete, accurate, and detailed application for the event or activity to show precisely where ASI funds will be spent. Forms must be typed and filled out completely. Any student organization that knowingly misrepresents information on their FRF will have their CAB application and or funding privileges suspended for a period of one year.

- b. FRF's may only be submitted if a club or organization has attended a mandatory CAB workshop hosted by ASI and becomes knowledgeable of this policy.
- c. FRFs that **do not** require a live artist or service provider must be submitted at least two (2) calendar weeks prior to an event. An exception to this rule is if the event will be occurring within the first three (3) weeks of the school year. FRFs must be accompanied by the following:
 - i. Drafts of event flyers
 - ii. Quotes for any planned purchases
- d. FRFs that **do** require a live artist, or a service provider, must be submitted at least three (3) calendar weeks prior to the event. FRFs must be accompanied by the following:
 - i. Drafts of event flyer
 - ii. Quotes for any planned purchases or performances
 - iii. Vendor Data Form (must be completed by vendor)
 - iv. Proof of Certificate of Insurance (or liability waiver) provided by vendor
 - v. Speaker Performance Agreement Requisition (SPA)
- e. All FRFs must be accompanied by a draft flyer of the event/conference. Flyer guidelines for CAB-funded events are as follows:
 - i. All advertisements (e.g., flyers, posters, pamphlets, etc.) for CAB funded programs must have the following statements in at least 12-point font:
 - 1. "Open to All Students"
 - 2. "If you are in need of a reasonable accommodation in order to participate in this event, please call (include a contact name & number from an authorized accommodating service provider) to make arrangements prior to (then place a date at least 72 hours prior to the engagement date)."
 - 3. "Funded by the Associated Students, Inc. The views expressed herein are those of the club or organization and are not necessarily those of the Associated Students, Inc."
 - ii. Unauthorized use of the ASI logo will not be used in any advertising.
 - iii. If clubs or orgs are requesting funds for prizes, then those prizes must be documented in the event flyer in order to be eligible for reimbursement. Additionally, clubs/orgs must submit documentation memorializing the name and student I.D. number of prize recipients in order to be eligible for reimbursement.
 - iv. Members of the requesting organization are not eligible to win prizes that are purchased through CAB funding. Only CSUSB students are eligible to win CAB reimbursed prizes.
 - v. Organizations requesting CAB funding are required to submit final draft copies of proposed advertising to be left with the Vice President of Finance.
 - vi. ASI Graphic Design services are available to help develop graphics for clubs and organizations flyers. Clubs and orgs who wish to utilize this service can submit a Graphics Request Form on the ASI website.
- f. The president or the person listed in the OSLE office as the club official financially responsible for the club, and the advisor from the requesting organization must sign the FRF before their requests may be considered. Additionally, contact information for the club President or the

person listed in the OSLE office as the club official financially responsible for the club and Advisor is necessary in case the ASI Vice President of Finance needs to contact a representative regarding the FRF. Their signatures will indicate that they have read the funding Policy and Procedures, understand them, and know of no activity in their organization contrary to the Policy and Procedures.

- g. FRF's must be complete and accurate at the time they are submitted to be considered for funding. Requests that are missing the required documentation or are deemed incomplete may not be funded. The Vice President of Finance has the authorization to deny requests that fail to adhere to the requirements set forth in this policy.
- h. All funding sources for a club or organization's proposed event must be disclosed in the application form including but not limited to those requests from other departments and/or organizations and CAB funding requests coming from a co-sponsoring organization.
- i. All after-event forms must be submitted to the ASI Office prior to the last seven (7) weeks of the fiscal year. This provision is necessary so that ASI can meet its accounting year-end closeout obligation with the University.

3. Appeals Process

- a. Clubs or organizations that have been denied funding based on their funding request by the ASI Vice President of Finance may appeal the decision to the ASI Finance Committee.
- b. Appeals for FRFs without a speaker or artist may only be considered no later than one (1) calendar week prior to the scheduled event.
- c. Appeals for FRFs with a speaker or artist may only be considered no later than three (3) calendar weeks prior to the scheduled event.
- d. Only a student representative of the club or organization who is authorized to submit an FRF and submits an appeal request may present on behalf of their club or organization to the ASI Finance Committee. If there is a communication barrier (speech or hearing) which is hindering the student from making themselves understood, then a faculty/staff member/advisor may assist the student during the presentation phase.
- e. Appeal Hearing. Once a request for an appeal is submitted, the ASI Vice President of Finance will place the request on the next Finance Committee's meeting agenda for consideration. Finance Committee meeting dates will be scheduled on a regular basis based on the availability of its members. Student representatives will present their appeal and answer questions directed by the Finance Committee to determine whether the Vice President of Finance decision can be overturned. If there is no student representative available when the organization's agenda item is brought to the floor, the agenda item may be moved to the bottom of the agenda at the discretion of the Finance Committee in order to give a student representative time to arrive. Decisions by the Finance Committee may be appealed to the Board of Directors. In the case that the Finance Committee cannot convene, the club or organization can make an appeal to the Board of

Directors at one of the regularly scheduled meetings. Club/organization advisors and members at large are welcome to attend the Finance Committee meetings as an audience, however they are not authorized to present the club or organization's appeal request unless authorized to do so.

- f. If the Finance Committee overturns the decision of the Vice President of Finance on the grounds that the policy was adhered to in the best possible manner, then the club or organization will receive funding in accordance with the procedures in this policy.
- g. If the Finance Committee upholds the decision of the Vice President of Finance, the appeal may be presented at the next Board of Directors meeting. That decision may be overturned by a 2/3 vote at any regularly scheduled meeting.

4. Categories of Funding

The section below outlines the categories eligible for funding, processes, and limitations.

<i>Category</i>	<i>Annual Cap</i>
Conference and Tournament Registration Fees	\$1,200
Advertising/Promotional Items	\$900
Food/Beverages	\$3,000
Artist/Speaker Fees	\$1,500
Decorations	\$550
Prizes	\$800
Rentals	\$1,500

a. Conference & Tournament Registration Fees

- i. Clubs and organizations may receive a maximum of \$1,200 per fiscal year, to be used for conference or tournament registration fees only. Sports Clubs wishing to request funding for tournament fees should use Recreation fees first (if able) before asking ASI for CAB funding.
- ii. ASI will not fund any requests that do not include name, date, location, and registration costs.
- iii. Proof of attendance is required. ASI will not fund late registration fees.
- iv. ASI will not fund travel, lodging, or meals under any circumstances. Any request for conference fees containing lodging will be rejected unless the club or organization can break out the cost of lodging and subtract it from the conference fee request.

- v. ASI will not fund registration fees for non-active club or organization members or individuals not currently enrolled.
- vi. Students wishing to travel to a conference or tournament during the summer may request funding during the spring semester before they are scheduled to attend so long as they pay for the conference and submit their reimbursement and all required documents at least seven weeks before the end of the fiscal year.
- vii. Reimbursement will not be provided for registration fees if the individual fails to attend the approved event without valid justification, as determined by ASI.

b. Advertising & Promotional Items

- i. Clubs and organizations may receive a maximum of \$900 per academic year for organization event advertisement (flyers, posters, pamphlets, stickers) and/or promotional items (i.e., pens, shirts, stickers, etc.). ASI reserves the right to define “advertising” and “promotional items” for the purposes of this policy.
- ii. Advertisement:
 - a. For the purposes of this policy, advertisement is any printed or digital material created to promote an event. This includes (but is not limited to) flyers, posters, brochures, and stickers.
 - b. Requests for these funds can include costs associated with design services or printing of material.
 - c. Unauthorized use of the ASI logo will not be used in any advertising.
 - d. Clubs and organizations must abide by the flyer guidelines specified in Section 2, Line E of this policy.
 - e. Organizations requesting CAB funding are required to submit final draft copies of proposed advertising to be left with the Vice President of Finance.
 - f. ASI Graphic Design services are available to help develop graphics for clubs and organizations flyers. Clubs and orgs who wish to utilize this service can submit a Graphics Request Form on the ASI website.
- iii. Promotional Items:
 - a. Promotional items are defined as items that are utilized to promote events or used to market the organization to CSUSB students. Examples of promotional items include, but are not limited to, shirts, pens, stickers, lanyards, etc.. Promotional items may only be distributed to CSUSB students.
 - b. Clubs or organizations must present proposed item design along with the FRF to the Vice President of Finance.
 - c. ASI Graphics Design services are available to assist with graphic design requests.

c. Food and Beverages

- i. Clubs and organizations may receive a maximum of \$3,000 per academic year for food/beverages to be used at an event. If funding is approved for food, the club is responsible for submitting original receipts for food/beverage purchases.
- ii. ASI will not fund food or beverages (catering) for club or organization meetings.
- iii. ASI will not fund alcoholic beverages.
- iv. If a club or org is requesting funds for food or beverages, they must submit a list of attendees to the ASI Vice President of Finance after the event. This list may be sent along with receipts and other post-event documents required for reimbursement.

d. Artist and Speaker Fees

- i. Clubs and organizations may receive a maximum of \$1,500 per academic year to contract an artist or speaker for their event.
- ii. Clubs and organizations that plan to request funds for this category must submit their FRF and supporting documentation at least three (3) weeks prior to their event.
- iii. ASI will not fund travel, meals, lodging, or rider expenses for artists or speakers.
- iv. Paperwork Process:
 - a. Clubs/orgs must send a Vendor Data Form to the artist/speaker to obtain their information needed for paperwork.
 - b. Once a completed Vendor Data Form is received from the artist/speaker, the club/org can proceed with completing a Speaker Performance Agreement (SPA) Requisition.
 - c. Both the Vendor Data Form and SPA Requisition must be submitted with the Funding Request Form
 - d. If the request is approved, ASI will draft a Speaker Performance Agreement and provide it to the club or organization point of contact.
 - e. It will be the responsibility of the club/org point of contact to get the SPA signed by the artist(s) and/or performer(s) and returned to ASI ten no later than (10) business days prior to the event.. The ten (10) business days advance deadline must be adhered to by organizations contracting through ASI. Meeting the deadline is the organization's responsibility. Failure to meet the deadline will cause the ASI Vice President of Finance/ASI Executive Director to cancel the SPA and the funds will revert to CAB. Student organizations will then be liable for all costs which would have been covered by CAB funds had the organization met its obligations under this paragraph.
 - f. The artist or speaker under the SPA must also provide a valid certificate of insurance, in which the artist/speaker will include Associated Students, Inc. as additionally insured. This documentation will have to be provided no later than ten (10) business days prior to the event. If the artist or speaker fee total is under \$1,000, the artist/speaker can submit a Release of Liability waiver in lieu of a certificate of insurance.

- g. Payment by check will be mailed to the designated speaker on the SPA within a ten (10) business day period following the performance.
- v. Funding requests will be denied if they do not include an SPA Requisition, if an SPA Requisition is incomplete, or if a SPA requisition is missing supporting documentation.
- vi. Funding will be revoked if the terms of the SPA are not adhered to.

e. **Decorations**

- i. Clubs and orgs may receive a maximum of \$550 per academic year for decorations for an event.
- ii. Decorations may include any item that will make the organization's event more attractive or festive. This includes but is not limited to: tablecloths, streamers, balloons, signage, lighting, flowers, centerpieces, etc.

f. **Prizes**

- i. Clubs and orgs may receive a maximum of \$800 per academic year for prizes
- ii. Prizes include any item that is going to be given out to a student(s) as part of an opportunity drawing. Gift cards or cash prizes cannot be given out.
- iii. In order to be eligible for reimbursement, prizes must be documented in the event flyer that is submitted with the FRF. iv. Clubs and orgs must also submit documentation with the prize winner's name, student ID and the prize they won.
- v. Prizes must be only given to currently enrolled CSUSB students. Officers of the club or organization cannot be awarded CAB-funded prizes.

g. **Rentals**

- i. Up to \$1500 per academic year may be used for rentals items for an event. Rental items may include but are not limited to locations, equipment, wardrobes, materials, party supplies, or other assets that are typically obtained through a rental agreement rather than direct ownership.
- ii. Justification for Rental: Before considering the purchase of rental items, the Vice President of Finance will need to evaluate the necessity for such rental items being requested.
- iii. Contractual Agreements: All rental agreements must be documented in writing and include the terms and conditions of the rental, including but not limited to rental

duration, payment terms, maintenance responsibilities, insurance requirements, and termination clauses. Legal counsel should review contracts when necessary.

- iv. Financial Accountability: Proper financial records and documentation, including invoices, receipts, and purchase orders, must be maintained in accordance with financial policies.
- v. Maintenance and Care: It is the responsibility of the group requesting CAB funding to ensure their proper maintenance and care during the rental period. Any damages or issues must be reported promptly to the vendor and documented. ASI will not cover damage costs.
- vi. Funding requests for location rentals only apply to on-campus locations. (San Bernardino and Palm Desert), costs may include labor, clean up, tables, chairs, and AV fees.

All clubs and organizations are eligible for two (2) revenue generating events other than charity events per academic year, but no more than one per semester.

ASI will entertain only one request per club for recruitment for the academic year. A recruitment event under the scope of this policy shall be defined as an event whose sole purpose has been put on for the purpose of sign up, registration, or interest.

5. Funding Limitations

- a. Multiple organizations participating in a single event/conference/etc. and wishing to receive funding for the event may be funded provided that the total amount of CAB funding for the entire event divided amongst the organizations does not exceed \$5,100.
- b. ASI will not donate, contribute to, sponsor, or financially support any event or activity in which the organization is planning to use their event-driven revenue to financially support the event. ASI will not be liable to financially “rescue” an event or activity after the fact should sales fall short of projected revenues.
- c. Funding may not be authorized for an activity or event is determined to be “high risk” by the ASI Executive Director acting in their capacity as the ASI Risk Manager in consultation with the ASI Attorney, the CSU Risk Management Authority, and the appropriate authorities of the California State University, San Bernardino.
- d. ASI will not fund any event in which alcohol is served by the requesting club or organization. Any club or organization found to have violated this provision will not be able to request funding from CAB or any other ASI funding source for one (1) calendar year.
- e. Clubs or organizations may not use funds designated on their proposal and approved by ASI for any other expenditure without the approval of the Vice President of Finance.
- f. The ASI Vice President of Finance will not authorize reimbursement on a receipt for purchases not approved.
- g. ASI will not consider funding for any debts incurred or financial obligations of a club or organization. In addition, organizations entering into any agreement, either oral or written, for products or service, with the expectation that CAB funds will be forthcoming are solely responsible for the funding service of that agreement. In short, no club or organization is authorized to obligate ASI in any matter.
- h. The ASI Vice President of Finance may ask any club or organization to provide a certificate of single event insurance from a reputable insurance company naming the Associated Students, Inc.; California State University, San Bernardino; The California State University; The Chancellor, California State University; the Board of Trustees, California State University; and their volunteers as additional insured for those events it deems necessary to ensure that ASI does not bear sole liability for claims resulting from the organization’s activities or events.
- i. All after-event forms must be submitted to the ASI Office prior to the last seven (7) weeks of the fiscal year. This provision is necessary so that ASI can meet its accounting year-end closeout obligation with the University.

6. Reimbursement Process

- a. Clubs or organizations will have ten (10) business days from the date of the event/activity for which they were funded to turn in after-event forms with the original receipts for reimbursement. After-event forms include but are not limited to:
 - i. Receipts and Invoices
 - ii. Hospitality Expense Form (if funds were requested for food/beverages)
 - iii. List of Attendees
 - iv. List of Prize Recipients
- b. To receive reimbursement, clubs or organizations must complete an ASI Requisition Form.
- c. Distribution of funds is administered by the ASI office. ASI only distributes funds through the use of requisitions. Purchase orders will only be generated for clubs or organizations at the Palm Desert Campus. Clubs are required to submit requisitions for purchase orders (PDC only) or checks once funding is approved. Requisitions for purchase orders will only be used for food/beverage orders by clubs or organizations at the Palm Desert Campus and must be accompanied by a quote from the vendor together with a Vendor Data Record form. Requisitions for checks for vendors who will not accept purchase orders must be accompanied by original receipts or invoices as well as a Vendor Data Record form/. The requisitions and the Vendor Data Record form may be requested from the ASI Vice President of Finance or the ASI Front Desk. Other documents may be required to process payment.
- d. ASI will not give money directly to an individual club or organization member. ASI will pay the vendor, club or organization, or speaker/performer up to the CAB approved amount. If an individual club member pays for the items approved on behalf of the club, then the club or organization will be reimbursed directly. Should the receipts show expenditures which are in excess of those funds approved, then the reimbursement will only be for the approved amount. No personal expenses may be included on the receipts. In filling out the ASI Requisition for reimbursement, whomever is to receive the check must fill in the club or organization name or the vendor's/speaker's/performer's name as the vendor and complete a Vendor Data Record form.

Cell Phone Reimbursement Policy

Last Updated: XX/XX/XXXX

Board Agenda ID: BD XX-XX

Scope: This policy applies to ASI full-time professional staff whose job duties require consistent communication beyond normal office settings, including after-hours availability, off-site responsibilities, or emergency response.

Purpose: The purpose of this policy is to outline ASI's procedures for partially reimbursing employees who use their personal cell phones for official ASI business. It ensures staff remain accessible while maintaining cost efficiency and compliance with auxiliary fiscal standards. The policy outlines eligibility criteria, reimbursement tiers, employee responsibilities, and oversight procedures to foster transparency and accountability.

1. Background

- a. The Associated Students, Inc. recognizes that the performance of certain job responsibilities may require the use of a cell phone. ASI will reimburse those employees who hold positions where the duties of that position require the use of their individually owned cell phone. The reimbursement is meant to offset the overall costs of cell phone ownership, not cover those costs in full.

2. Eligibility Requirements

- a. The job function of the employee requires considerable time outside their assigned office or work area, necessitating accessibility during those periods;
- b. The job function of the employee requires them to be accessible outside of scheduled or normal working hours; and/or
- c. The employee must be reachable in emergencies.

3. Oversight, Approval & Funding

- a. The ASI Executive Director is responsible for identifying full-time employees who hold positions that include the need for a cell phone. The ASI President is responsible for the approval process of the ASI Executive Director.
- b. Each cost center is required to assess the necessity regarding whether a cell phone is necessary, and to select alternative means of communication (e.g. land-lines or radios) when such alternatives are available and provide less costly service to ASI. Simple convenience is not a criterion for reimbursement. Reimbursements are funded by the cost center submitting the request.

4. Reimbursement Tiers

- a. Monthly reimbursement rates are based on the employee's classification:
 - i. Tier I: Non-exempt employees will be reimbursed at a rate of up to \$50 per month.
 - ii. Tier II: Exempt employees will be reimbursed at a rate of up to \$85 per month.

5. Employee Responsibilities

- a. The employee is responsible for purchasing a cell phone and establishing a service contract with the provider of their choice. The contract is in the name of the employee, who is solely responsible for all payments to the service provider. The employee purchases service and equipment; determines plan choices, service levels, and features; and accepts termination clauses and payment terms. The employee will provide their contact number to their supervisor and additional staff as requested and will promptly notify their supervisor if the number changes.
- b. Because the cell phone is personally owned, the employee may use the phone for both business and personal purposes as needed. The employee may, at their own expense, add extra services or equipment features, as desired. If there are problems with service, the staff member is expected to work directly with the carrier for resolution. ASI does not accept any liability for claims, charges, or disputes between the service provider and the employee.
- c. The employee is responsible for submitting a Direct Pay Request and a copy of the summary page from their cell phone bill in order to receive the reimbursement.
- d. Employees who use their personal cell phones for work-related purposes are responsible for ensuring the security and confidentiality of all work-related data stored or accessed on their devices.
- e. ASI cares about employee personal safety and is committed to doing everything possible to prevent workplace accidents and provide a safe working environment. Employees are prohibited from using their cell phones while driving unless they are using hands-free technology in compliance with state and local laws.