

## **Policy on Board of Directors' Meeting Times**

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### **BACKGROUND**

The ASI Bylaws, Article VIII, Section 1<sup>1</sup>, states that “Regular Board Meetings shall be held at least during each academic quarter [/semester], when classes are in session.” Historically, ASI Board of Directors meetings have taken place on Wednesdays from 12pm to 2pm.

In the 2016-2017 academic year, the ASI Board of Directors adopted *Resolution on Priority Registration for Associated Students, Inc. Board of Directors*<sup>2</sup>, which requested priority registration for members of the ASI Board of Directors.

Members of the Board of Directors are eligible for priority registration, following the approval of the Academic Senate<sup>3</sup>, so that they can attend Board of Directors meetings.

### **PURPOSE**

The purpose of this policy is to solidify for the ASI Board of Directors (BOD) meeting time, and articulate who qualifies for being exempt from attending BOD meetings and the process for requesting an exemption. ASI BOD meetings have historically been on Wednesdays from 12pm to 2pm. Although there has not been any documentation of this day and time, this policy is aimed to make it apparent to all members of the BOD.

This policy also applies to Executive and Personnel Committee meetings that occur on alternating Wednesdays from 12pm to 2pm.

### **POLICY**

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<sup>1</sup> California State University, East Bay Associated Students, Incorporated. *Bylaws*. Retrieved from: <https://www.csueastbay.edu/asi/files/docs/asi-government/board-documents/by-laws.pdf>

<sup>2</sup> California State University, East Bay Associated Students, Incorporated. *Resolution on Priority Registration for Associated Students, Inc. Board of Directors*. Retrieved from: <https://www.csueastbay.edu/asi/files/docs/asi-government/resolutions/2016-2017/BOD%202016-17%201R%20resolution%20on%20priority%20registration%20for%20ASI%20,%20BOD.pdf>

<sup>3</sup> California State University, East Bay Academic Senate. *Registration Policy*. Retrieved from: <https://drive.google.com/file/d/1QIMP8IIFiOQAaMG1Aq1qv03YpGFJ1vNA/view?usp=sharing>



### Requirements

- Students elected/appointed to the ASI Board of Directors make a commitment to have their Wednesdays 12pm to 2pm available for ASI Board of Director meetings.
- Students elected to the ASI Board of Directors must request a written documentation from the Chair of the Academic Department, and/or an Academic Advisor, stating that in absence of taking this class that quarter/semester will delay graduation and is not offered at any other time.
- A Board member, if granted an exemption from the ASI Personnel Committee, can be excused from attending Board of Director meetings for one (1) semester. The process for requesting an exemption shall be outlined in [Procedures](#).
- A Board member shall be denied an exemption if:
  - Employment and/or commitments outside of ASI conflicting with Board of Director meetings

### Procedures

Board members requesting an exemption must apply for a Board of Directors meeting exemption. The petitioning Board member must contact the ASI Executive Vice President/Chief of Staff via email to have the ASI Personnel Committee address the request. The petitioning Board member will attach any necessary documentation (e.g. class schedule, letter of the academic department chair, etc.) regarding the request.

ASI Executive Vice President will place a discussion item to discuss the request at the earliest ASI Personnel Committee meeting. The ASI Personnel Committee will discuss the request. In the following meeting, the ASI Personnel Committee will take action to approve or deny the request. The decision of the ASI Personnel Committee shall be documented via memorandum (see *ATTACHMENT I*) which shall be addressed to the petitioning Board member from the ASI Executive Vice President/Chief of Staff.

Should the request be approved, the ASI Personnel Committee may also include additional provisions a petitioning Board member may be required to do in order to make-up for their absence at Board of Directors meetings. This includes, but is not limited to: following up with the ASI Chair of the Board of Directors, or designee, on agenda items.



**Appeals**

Any denied request may be appealed to the ASI Board of Directors within seventy-two hours following the ASI Personnel Committee’s decision. The ASI Chair of the Board of Directors within those seventy-two hours. If the Board of Directors denies the appeal, the exemption will not be granted. The decision of the Board of Directors is final.

Approved 8/1/2016 by Executive Committee

Approved On: Wednesday, December 2, 2020

ASI President/CEO does hereby [  ] *approves* / [  ] *refuses to approve* this policy.

  
Euridice Pamela Sanchez-Martinez (Dec 16, 2020 19:02 PST)

Euridice Pamela Sanchez  
*ASI President/CEO*

  
Kabir Dhillon (Dec 4, 2020 17:12 PST)

Kabir Dhillon  
*ASI Chair of the Board of  
Directors*

Approved by: ASI Board of Directors 2020-2021

**ATTACHMENT I**

Sample Personnel Memo Regarding Board of Directors Meeting Exemptions

# Memo

**To:** PETITIONING BOARD MEMBER'S NAME, *TITLE*  
**From:** NAME, *ASI Executive Vice President/Chief of Staff*  
**CC:** NAME, *Chair of the Board of Directors*  
**Date:** MONTH XX, 202X  
**Re:** Board of Directors SEMESTER 202X Exemption Request

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Hello PETITIONING BOARD MEMBER'S NAME,

The Personnel Committee has formally [insert decision of the ASI Personnel Committee]. [Add any additional provisions or requirements that may come with the exemption]

[In the event the request was denied, provide information regarding appeal from [Appeals](#)]

Best,

NAME

ASI Executive Vice President/Chief of Staff












# Policy on Board of Directors' Meeting Times

Final Audit Report

2020-12-17

Created:	2020-12-04
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-  Document created by Sneh Sharma (sneh.sharma@csueastbay.edu)  
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-  Document emailed to Euridice Pamela Sanchez-Martinez (asipresident@csueastbay.edu) for signature  
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 Agreement completed.

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