



ASSOCIATED STUDENTS, INC.
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
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Minutes

Rules, Policy, & Procedures

Committee March 16, 2023

1:30 - 2:45 PM

ASI Guy Witherspoon Conference Room

- I. Called to order at 1:49 p.m. by Mejia-Alezano, Chairperson
- II. Roll Call
Voting Members Present: Obioha Ogbonna, Ezinne Nwadiogu, Edgar Mejia-Alezano, Robert Cunningham
Voting Members Absent: Janna Villanueva
Advisors Present: Rasheedah Shakoora, Michellena Lakey, Donisha Quiller
Visitors: Anadet Sicairos
- III. Approval of Agenda – Action Item
***M/Cunningham, S/Nwadiogu** to approve agenda with added amendments of addition of “Gift Card and Signature Card Policy” under Unfinished Business as an action item and addition of Audit Committee Charter under New Business as an action item. **VOTE: UNANIMOUS**
- IV. Approval of Minutes (February 15, 2023) – Action Item
***M/Nwadiogu, S/Cunningham** to approve with added amendment of correcting Ogbonna's name on the roll call **VOTE: UNANIMOUS**
- V. Reports – None
- VI. Open Forum – Agenda Items Only
Time for members of the audience to address the Committee on specific agenda items only. None
- VII. Unfinished Business
 - A. “Gift Card and Signature Card Policy”
The Committee will review the current set policies and consider an update to the gift/signature card policy
***M/Cunningham, S/Nwadiogu** to table the review on the gift/signature card policy. **VOTE: UNANIMOUS**
 - B. ASI Bylaws – Discussion Item
The Committee will review and discuss a section within the Associated Students Inc. bylaws.
The committee agreed to begin review of Bylaws after completing review of Board Handbook.

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C. Board Handbook Change – Discussion Item

The committee will consider any updates needed for the Board Handbook.

The Committee discussed the following edits to the Board Handbook:

1. Correcting Indents at headers of “*Activity*”, “*Responsibility*”, “*Planning*”, “*Programming*”, “*Personnel*”, “*Public Relations*”, “*Board of Directors/Committees*”
 2. Page 9, Adding two responsibilities:
 - a. Settle discord among Board members – Respective BOD Lead
 - b. Settle discord among Exec Board members - Staff
 3. Page 10 and 11, Correcting indents on all bullet points
 4. The organizational chart will be updated on page 16 by adding “*LSU Liaison*” to the liaison column and the “*Multicultural center Liaison*” name is being updated to “*Cultural and Identity Center Liaison.*”
 5. Page 18, President bullet point “H” changed to “Shall approve appointed members to University Committees with Executive members’ recommendations.”
 6. On page 19, need research to be done on whether calling the EVP the “Corporate Secretary” is correct, as the ASI Executive Assistant usually retains that role.
- The committee stopped at the end of page 19.

VIII. New Business – Action Item

A. Audit Committee Charter

The Committee will review and discuss the implementation of the audit committee charter.

The committee read the Audit Committee Charter document and made the following edits:

1. The 2nd page last bullet point was deleted.
2. Under the “*Responsibilities of the Audit Committee*” section paragraph will become bullets point to avoid look of run on sentences.

***M/Ogbonna, S/ Cunningham** approve the Audit Committee Charter document with edits. **VOTE: UNANIMOUS**

IX. Open Forum – Discussion Item

Time for members of the audience to address the Committee. None Setting up a consistent date that everyone is available to host this meeting more often. However, there was no availability agreement because of overlap. Lakey asked Shakoor about meetings being hosted in zoom and if able to vote through zoom for them to have this meeting often but a meeting through zoom will be as a last option.

X. Adjournment

Meeting adjourned at 2:44 p.m.

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