

**THE SENATE OF THE ASSOCIATED STUDENTS  
CALIFORNIA STATE UNIVERSITY, LONG BEACH**

**Bill Number:** Senate Resolution #2020-23  
**Title:** Bylaw Amendment to Duties of the ASI Treasurer  
**Sponsored by:** Vice President Leen Almahdi  
**Co-Sponsored by:** Treasurer Daniel Galindo  
**Date Submitted:** March 19, 2020  
**Date Approved:** April 15, 2020

**WHEREAS** the Associated Students, Incorporated (ASI) Board of Directors at California State University, Long Beach (CSULB) is the recognized voice for over 37,000 students; and

**WHEREAS** the AS Bylaws Chapter II Article II, Section 1B3 lists the duties of the Treasurer of the Associated Students;<sup>1</sup>and

**WHEREAS** that the duties are listed as follows:

3. Treasurer

a. Duties

- i. Be responsible for the financial administration of the Associated Students, Incorporated. They will oversee the preparation of the annual budget of the Associated Students and will receive the budget from the University Student Union Board of Trustees.
- ii. Serve as Chair of the Board of Control. In the absence of the Treasurer, the Board of Control Chair Pro-tempore/Vice Chair will be the presiding chair.
- iii. Request at any time, a full financial report from any Associated Students division, publication, activity, or officer.
- iv. Make reports to the Senate, which will include a detailed account of the financial condition of the Associated Students.
- v. Maintain a current record of all fiscal policies and procedures approved by the Senate.
- vi. Ensure fiscal certification training is completed for all student organization financial officers.
- vii. Serve as a voting member on designated ASI and University committees or boards including IRA, 49er Shops Board of Directors, Board of Control, Isabel Patterson Child Development Center, and University Student Union Board of Trustees.
- viii. Contact the Treasurer-elect within one week of the completed Associated Students' election to initiate a minimum two-week transitional period to review the duties, procedures, and responsibilities of the office. Other transition topics may include, but are not limited to, incomplete projects or projects to be initiated, information considered pertinent to the effective operation of the Associated Students, and working effectively with university personnel, student groups, and the campus community; and

**WHEREAS** that in an effort to ensure ASI is serving students to the best of its abilities bylaw changes are made every year after reevaluating the organization; now therefore, be it

**RESOLVED** that Chapter II Article II, Section 1B3 be edited to reflect the following changes:

<sup>1</sup> <https://www.asicsulb.org/gov/documents/asi-bylaws.pdf>

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Article II, Section 1

3. Treasurer

a. Duties

- i. Be responsible for the financial administration of the Associated Students, Incorporated. They will oversee the preparation of the annual budget of the Associated Students and will receive the budget from the University Student Union Board of Trustees.
- ii. Serve as Chair of the Board of Control. In the absence of the Treasurer, the Board of Control Chair Pro-tempore/Vice Chair will be the presiding chair.
- iii. Request at any time, a full financial report from any Associated Students division, publication, activity, or officer.
- iv. Make reports to the Senate, which will include a detailed account of the financial condition of the Associated Students on a quarterly basis.
- v. Maintain a current record of all fiscal and personnel policies and procedures approved by the Senate.
- vi. Ensure fiscal certification training is completed for all student organization financial officers.
- vii. Serve as a voting member on designated ASI and University committees or boards including IRA, 49er Shops Board of Directors, Board of Control, and University Student Union Board of Trustees.
- viii. Consistently reaches out to student organizations to schedule meetings whenever financial questions arise.
- ix. Develop and implement a comprehensive spring grant allocation process in collaboration with Student Life & Development and the Board of Control.
- x. Ensure that financial literacy training is provided for the broad student population throughout each academic year.
- xi. Review all Research Grants, Student Research Funds, and Current Year Unallocated Fund applications to ensure proper paperwork and information has been provided prior to placing it on the Board of Control agenda.
- xii. Compile and create Board of Control agenda packets with all business items 72-hours prior to meetings.
- xiii. Play an active role in the development of the ASI budget process.
- xiv. Contact the Treasurer-elect within one week of the completed Associated Students' election to initiate a minimum two-week transitional period to review the duties, procedures, and responsibilities of the office. Other transition topics may include, but are not limited to, incomplete projects or projects to be initiated, information considered pertinent to the effective operation of the Associated Students, and working effectively with university personnel, student groups, and the campus community; and be it further

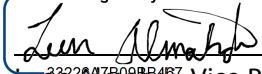
**RESOLVED** that this resolution allows the Vice President the authority to reflect current changes of this resolution throughout the ASI Bylaws; and be it finally

**RESOLVED** that an electronic copy of this resolution, upon approval by the ASI President be distributed to CSULB President Jane Conoley, Interim Vice President for Student Affairs Mary Ann Takemoto, Dean of Students Piya Bose, all current and future ASI Officers, the Daily 49er and 22 West Media.

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DocuSigned by:

  
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Leen Almaraz, Vice President &  
Chair, Associated Students Board of Directors

Delivered to the President of the Associated Students on:

DocuSigned by:

  
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Lizbeth Velasquez, Associated Students President

4/28/2020

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Date  
4/28/2020

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Date

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