Bylaws
Association for Inter-Cultural Awareness
Associated Students, California State University, Fullerton, Inc.

ARTICLE I. NAME AND FUNCTION.

Section 1. NAME.

This program is known as the Association for Inter-Cultural Awareness (AICA) of the Associated Students, California State University, Fullerton, Inc. (ASI).

Section 2. FUNCTION.
   a. AICA shall serve as the multicultural programming board of the ASI.
   b. AICA encourages and supports the multicultural programming of Council Members by controlling the channeling of ASI funds.
   c. AICA serves as an instrument of student opinion and advocacy.
   d. AICA provides a forum for Council Members to share their experiences of being a member of the California State University, Fullerton community.

ARTICLE II. MEMBERSHIP.

Section 1. REQUIREMENTS.

Clause 1. General Council membership is based on the following criteria;
   a. Recognition by the Dean of Students Office;
   b. By its constitution, promote an awareness of and actively celebrate the many differences which represent the campus community;
   c. Must not engage in conversion activities;
   d. Must not discriminate, devalue or denigrate; and,
   e. Must desire to promote an understanding, a tolerance and a celebration of the diversity of the campus community.

Clause 2. To be sure, AICA serves to raise awareness of and celebrate the multicultural student body of California State University, Fullerton.

Clause 3. An organization needs not be a member to receive some ASI support for an event that is in accordance with the guidelines established by these bylaws for funding.

Section 2. PROCESS FOR OBTAINING MEMBERSHIP.

Clause 1. The petitioning organization must attend three consecutive General Council meetings within the same semester. At said meetings, the petitioner must announce the organization’s name as a visitor.
Clause 2. Following attendance at the third meeting, the petitioning organization must attend a meeting of the Finance Committee in which the petitioner is educated about the role and purpose of AICA.

Clause 3. At the Finance Committee meeting, the petitioning organization presents its portfolio. The Portfolio includes:

a. Proof of current recognition from SORC,
b. A copy of the organization’s bylaws
c. A list of the organization’s leadership,
d. An organizational budget,
e. A list of planned activities including activities that the organization plans to ask AICA for funding,
f. A summary and history of the organization,
g. A description of organizational goals,
h. A rationale addressing why the group wants to join AICA,
i. A statement discussing how the petitioning organization will benefit from AICA membership,

A statement discussion how AICA and the campus community will benefit from the petitioning organization’s membership.

Clause 4. The Finance Committee deliberates and announces its decision at the time of the meeting. Successful petitioning organizations are seated at the next General Council meeting.

Section 3. MAINTAINING MEMBERSHIP STATUS.

Clause 1. All representatives register with the Administrative Chair no later than the second week of each semester or by the second week after gaining membership. To register, General Council member provides:

a. updated list of officers with contact information,
b. an organizational budget for the year, and
c. a list of planned events for the year.

Clause 2. Failure to register results in immediate removal from the General Council until such time that the organization registers with the Administrative Chair.

Section 4. Loss of AICA Membership

Clause 1. The General Council may vote to remove members for willfully misrepresenting information used to render decisions on financial matters and/or for failing to fulfill agreements made with the General Council as conditions for funding. After the review and recommendation of a committee established for this purpose, a two-thirds vote by the General Council is required to successfully remove a voting member from the Council.

Clause 2. Upon removal from AICA, all unspent funds allocated to the Council Member in question revert back to the respective AICA budget line items.
Clause 3. Council Members may also be dismissed from AICA by
   a. Failing to register with the Administrative Chair at the beginning of every
      semester,
   b. Accruing a total of four General Council meeting absences as stated in the
      Attendance Policy outlined in Article II, Section 5, and
   c. Neglecting or failing to meet the duties and expectations of an AICA
      Representative outlined in Article V.

Clause 4. A Council Member removed is reinstated only after the fulfillment of any Council
stipulations, at the discretion of the Executive Board, and upon fulfilling the
process of Obtaining Membership outlined in Article II, Section 2.

Section 5. MEETING ATTENDANCE.

Clause 1. The Public Relations Coordinator shall record all members present, absent and
tardy in the meeting minutes.

Clause 2. A strict attendance policy is held for Council Members at General Council and at
Committee meetings. Absences shall result in the following actions being taken
by the Administrative Chair:
   a. A first absence levies an oral warning.
   b. A second absence levies a written warning.
   c. A third absence levies an oral and written notice of probation.
   d. A fourth absence levies dismissal from AICA.

Clause 3. Council Members are allowed two excused absences per semester.

Clause 4. Council Members failing to appear at a General Council meeting by roll call are
considered tardy. Council Members will accrue one absence for every third
tardy appearance.

Clause 5. Council Members may leave a General Council meeting early only under certain
circumstances.
   a. If it is two hours into the meeting and the meeting has not been adjourned
      and if the absence does not have the effect of reducing quorum for a
      pending vote.
   b. For meetings running on time, Council Members may leave after Sign-up for
      Next Week’s Agenda.
   c. Council Members leaving the meeting under other circumstances are
      considered to have an “incomplete” attendance for the meeting. Council
      Members will accrue one absence for every third “incomplete” attendance.

ARTICLE III: RATIFICATION AND AMENDMENTS OF BYLAWS

Section 1. RATIFICATION OF BYLAWS.

For these Bylaws to become effective, they must be approved by a two-thirds roll call
vote of the General Council members present and voting and then be ratified by the ASI Board of Directors.

Section 2. AMENDMENTS.

Any amendments to these Bylaws require a two-thirds roll call vote of the General Council members present and voting.

Clause 1. The Finance Committee must review amendments to these Bylaws prior to presentation to the General Council.

Clause 2. All proposed amendments to these Bylaws will have a first reading at a regularly scheduled General Council meeting.

Clause 3. At the General Council meeting immediately following the first reading of any proposed amendments to these Bylaws, the proposed amendments are taken as an order of business.

ARTICLE IV: OFFICERS.

Section 1. ADMINISTRATIVE CHAIR

Clause 1. The General Council shall elect, by a majority roll call vote, an Administrative Chair.

Clause 2. Administrative Chair serves for one year from June 1st to May 31st.

Clause 3. The Administrative Chair must have and maintain a 2.0 cumulative grade point average and be in good disciplinary standing.

Clause 4. The Administrative Chair shall have all rights and privileges of General Council members.

Clause 5. The Administrative Chair shall exercise his/her privilege to vote in General Council or Finance Committee meetings only in the case of a tie.

Section 2. APPOINTED OFFICERS

Clause 1. The Administrative Chair shall appoint four coordinators;
   a. Public Relations Coordinator
   b. Advocacy Coordinator
   c. Two Event Coordinators

Clause 2. These appointments shall be subject to confirmation by a majority vote of the General Council.

Clause 3. Coordinators serve for eleven months from July 1st to May 31st.

Clause 4. Appointed officers must have and maintain a 2.0 cumulative grade point average and be in good disciplinary standing.
Clause 5. Appointed officers shall have all rights and privileges of General Council members with the exception of voting privileges.

Section 3. ELECTION OF THE ADMINISTRATIVE CHAIR

Clause 1. Annual nominations open at the General Council meeting two weeks before Spring Break and close at the conclusion of the last General Council meeting before Spring Break.

Clause 2. Voting takes place at the first General Council meeting following Spring Break.

Clause 3. The Administrative Chair shall be elected by a majority vote of the General Council membership present and voting.

Section 4. SELECTION OF APPOINTED OFFICERS.

Clause 1. Applications are available immediately following the election of the Administrative Chair.

Clause 2. The Administrative Chair interviews candidates for each of the positions.

Clause 3. The Administrative Chair forwards the selected appointments to the General Council for confirmation.

Section 5. RESPONSIBILITIES OF THE ADMINISTRATIVE CHAIR.

The Administrative Chair shall:

a. Call to order and preside over all regular and special General Council meetings and Finance Committee meetings.

b. Be responsible for the administration of all funds allocated by the General Council.

c. Be responsible for fulfilling, on behalf of AICA, all obligations outlined in the ASI Bylaws and Policy Statements. (Reporting to the Board of Directors & the Executive Senate, Budget Proposal, etc.)

d. Submit a current written financial statement at each General Council meeting.

e. Coordinate the collection of Evaluation Forms from General Council members.

f. Keeps an accurate list of registered General Council Members.

g. Oversees the membership application process to the General Council as well as monitors membership status of Council Members.

Section 6. RESPONSIBILITIES OF THE PUBLIC RELATIONS COORDINATOR

The Public Relations Coordinator shall:

a. Be responsible for preparing and posting, in compliance with all provisions of the Gloria Romero Open Meetings Act (posting at least 72 hours in advance for regular meetings and 24 hours in advance for special meetings), agendas for all regular and special General Council meetings.

b. Post agendas for all regular and special General Council meetings outside the AICA office and in the ASI/TSU Office of Program Support.

c. Be responsible for maintaining attendance records for all General Council members.
Section 6. RESPONSIBILITIES OF THE CORPORATION

d. Be responsible for maintaining an archive of all proposals, minutes, agendas and handouts from General Council meetings.
e. Coordinate marketing for all AICA sponsored programming.
f. Meet with General Council members who receive allocations for an event in order to plan marketing for the event.

Section 7. RESPONSIBILITIES OF THE EVENT COORDINATORS

The Event Coordinators shall:
a. Plan and implement AICA programming.
b. Be responsible for programming the Rally Against Hate event in the Fall semester.
c. Be responsible for programming the Speak Out Loud event in the Spring semester.
d. Be responsible for programming two smaller events each semester. (e.g. Diversity education programs or town hall discussions)

Section 8. RESPONSIBILITIES OF THE ADVOCACY COORDINATOR

The Advocacy Coordinator shall:
a. Be responsible for scheduling cultural presentations on the agenda for regular General Council meetings.
b. Attend meetings of organizations for dialoguing on issues of concern.
c. Work with Lobby Corps on raising awareness of legislative activities.
d. Present at General Council meetings during allotted advocacy time.

Section 9. REMOVAL OF OFFICERS

Clause 1. Any officer is subject to removal by a two thirds roll call vote of the General Council members present and voting.

Clause 2. Any Council Member who finds an officer failing to satisfy the responsibilities of his/her position, abusing authority, or violating AICA, ASI or University policy can initiate the removal process.

Clause 3. Initiation of the removal process requires a petition specifically stating the grounds for removal and being duly signed by one-third of the representatives of the General Council.

Clause 4. A hearing to review the grounds for removal presented in the petition is held at the regular General Council meeting following the submission of the recall petition. At the hearing:
a. All grounds for removal are read.
b. The petitioner and the respondent are allowed adequate time for explanation/rebuttal.
c. If the Administrative Chair is the respondent, the hearing is chaired by the Public Relations Coordinator.
d. At the conclusion of discussion, the question is called.

Clause 5. If the hearing results in removal, the ASI Board of Directors is notified.
Clause 6. If the Administrative Chair is removed, nominations immediately open following the conclusion of the removal hearing and remain open until the adjournment of the following regular General Council meeting.

Clause 7. A new Administrative Chair is elected in a special election held at the General Council meeting following the closure of nominations and shall take office immediately to fulfill the term of office vacated by the previous Administrative Chair.

Clause 8. If an Appointed Officer is removed, the Administrative Chair will appoint, a new officer, confirmed by the General Council, to the position to fulfill the term of office vacated by the previous officer.

Article V: AICA Representatives.

Section 1. AICA Representatives serve as the main representative of each organization recognized by AICA for the term of one semester, fall or spring.

Section 2. Expectations and duties of the AICA Representative include:

a. Attendance of a summer and winter orientation,

b. Renewing AICA membership,

c. Attendance of weekly General Council meetings,

d. Presenting Cultural Presentations,

e. Serving on the Finance Committee at least two times per semester,

f. Completing and submitting Program Evaluations as outlined in Article VII, Section 5, Clause 1,

g. Attending and actively participating in AICA-sponsored events including Rally Against Hate and other activities that occur over that fall and spring semesters,

h. Exchanging information from General Council meetings with their respective organizations, and

i. Consulting with members of the Executive Board and Advisors.

ARTICLE VI: MEETINGS.

Section 1. GENERAL COUNCIL MEETINGS.

The AICA General Council shall meet on a weekly basis during each academic semester, beginning the first week of classes.

Clause 1. Meeting agendas follow the general format as follows:

I. Call to Order

II. Roll Call

III. Public Speakers

IV. Approval of the agenda

V. Approval of the minutes
VI. Executive Board
Reports
VII. Cultural Presentation
VIII. Member’s Privilege
IX. Sign up to present at
next week’s Finance
Committee
X. Adjournment

Section 2. SPECIAL MEETINGS.

Clause 1. The Administrative Chair may call a special meeting of the General Council at any time, in accordance with the Gloria Romero Act.

Clause 2. Representatives may call a special meeting by submitting a petition duly signed by one third of voting members of the AICA General Council. The AICA Chair calls this special meeting within 48 hours upon receiving the petition.

Section 3. EXECUTIVE COMMITTEE.

Clause 1. The purpose of the Executive Committee is to discuss issues pertaining to the General Council or issues falling within the purview of the mission and function of AICA.

Clause 2. The Executive Committee is composed of the officers, elected and appointed, and the advisors. The advisors are non-voting members of the committee.

Section 4. FINANCE COMMITTEE.

Clause 1. The Finance Committee consists of eight voting members. The members consist of the Executive Committee and four General Council members elected by the General Council.

Clause 2. The Finance Committee has two specific duties delegated to it. a. The admission of new General Council members b. The allocation of ASI funds to support multicultural programming implemented by AICA General Council members.

Clause 3. The AICA Finance Committee has full authority to allocate requests up to $1500.

Clause 4. For requests over $1500, the AICA Finance Committee makes a recommendation to the General Council.

Clause 5. The Finance Committee is charged to ensure that there are adequate funds available for the spring semester.

Section 5. QUORUM, VOTING & DECORUM.

Clause 1. A quorum must be present at all regular and special General Council or Finance meetings in order for official business to be conducted.
Clause 2. Quorum is defined as one more than half of the AICA General Council or Finance Committee voting membership. New memberships and suspensions automatically adjust quorum accordingly.

Clause 3. A voting member is defined as any eligible representative who has registered with the Administrative Chair and has the approval of his/her organizations leadership to act as an agent for said organization.

Clause 4. Voting privileges commence upon proper registration with the Administrative Chair.

Clause 5. All General Council meetings, and most Committee meetings, are conducted in accordance with Robert’s Rules of Order, Newly Revised.

Clause 6. All meetings are open to all members of the public. Members of the public wishing to address the General Council may do so during the Public Speakers item on the agenda or vis-à-vis a General Council representative.

Clause 7. Members of the public may be requested to leave if they in any way disrupt the operation of the meeting.

ARTICLE VII: FUNDING PROCEDURES.

Section 1. GENERAL PROCEDURES

Clause 1. AICA does not fund events that are part of a class, are a prerequisite for a class, and/or, are not significantly initiated, organized and administered by students.

Clause 2. AICA funds are not to be used for a. Fundraising b. Awards/gifts for Council Members’ organizations c. Events already receiving financial support from the ASI.

Clause 3. ASI and AICA Recognition a. At the beginning and the end of the event, a verbal acknowledgment of ASI and AICA funding must be made. b. All printed material must acknowledge the financial support of AICA and ASI. c. All printed materials associated with the event are required to have the ASI logo. The logo must be at least five percent of the sheet. Any printed materials must follow existing ASI and CSUF printing policies regarding content.

Clause 4. Event Admission a. Any event funded by AICA must have free admission to CSUF students. b. Groups may charge an admissions fee to non-CSUF students to cover event-related costs not funded by AICA. c. All monies collected must be properly receipted and accounted. d. Any monies, which exceed the amount needed to cover event-related
costs, must be returned to AICA. This amount is not to exceed the amount originally allocated by the Finance Committee or General Council. 

e. Any monies over those specified above may be kept by the group.  
f. An Executive Committee member will be present at all off-campus events to validate ticket sales and counting. 

Clause 5. Retroactive Funding  
a. Requests for retroactive funding must be submitted to the Finance Committee within one week of the event or by the second meeting of the semester. 

b. If required to go to the AICA General Council, a retroactive funding proposal requires a two-thirds vote. 

Section 2. TRAVEL (8077)  

Clause 1. AICA may fund a maximum of two persons from a Council Member to attend any one conference. Attendees should not be graduating during the current academic year. 

Clause 2. All requests for travel must have three quotes. 

Clause 3. All requests for accommodation must have three different hotel quotes. 

Section 3. CONTRACTS, FEES AND RENTALS (8074)  

Clause 1. Speaker or Performer funding guidelines are as follows:  
a. AICA may fund an honorarium for a speaker. The honorarium should cover all costs such as travel, lodging, duplication of materials, parking, etc. 

b. AICA does not fund California State University, Fullerton faculty. 

c. AICA does not fund gifts for any speaker or performer. 

d. AICA may fund up to $500 for disc jockeys, per event. 

e. All requests for funding speakers must have three quotes, unless the speaker is an expert in his/her field or has unique knowledge of or position in the culture represented. 

f. All requests for performers must have three quotes. 

Clause 2. Food funding guidelines are as follows:  
a. AICA does not fund full meals, nor costs related to serving items (cups, napkins, plates, utensils, etc). 

b. AICA does not fund social gatherings without verifiable cultural content. 

c. As part of a cultural presentation or show, AICA may fund cultural and ethnic foods up to $750 for one major annual event per General Council Member. A major event is a cultural presentation or show with at least two hundred anticipated attendances. 

d. AICA may fund cultural and ethnic foods up to $400, for smaller events, as a part of a cultural presentation or show. 

e. All requests for food funding must have three quotes. 

Clause 3. Culture presentation and show funding guidelines are as follows:
a. AICA may fund the rental of costumes, which are traditional dress.

b. AICA may fund culturally related decorations. Any non-consumables items are to be returned to the AICA Executive Board.

c. AICA may fund the costs associated with the event managers, ticket sellers, security and campus police. A printout of the reservation form from the Titan Student Union must accompany the proposal.

d. AICA may fund the rental of off-campus venues in accordance with ASI policy. The off-campus venue must be within 20 miles of the campus.

e. All requests for cultural presentation and show funding must have three quotes, except for fees associated with the Titan Student Union and University Police.

Section 4. PROPOSAL PRESENTATION

Proposals for funding should follow the following guidelines.

Clause 1. Completed Allocation Request Form, which includes answers to the following five questions:

a. What is the purpose of the program? How does it celebrate and bring about awareness of the many differences that are represented at CSUF? Does the event utilize a “value-neutral” or “cultural relativity” approach toward presenting its content? Comment on the event’s history and what the event has achieved in the past.

b. How would the University community benefit from AICA funding this program? Comment on the educational value of the program, focusing on the cultural aspect. Provide an outline of the event with some detail as to what shall take place. Comment on the positive effects of this program. Utilize past evaluations in answering this question.

c. What is the expected attendance? If applicable, list last year’s verified attendance and what the expected attendance was.

d. Who is the leadership of the organization? List name, emails and phone numbers of the president, treasurer and AICA representative.

e. What is the budget for the program? Using the table provided, list all items required for planning the event, what costs are being requested from AICA and what costs the club is contributing. Complete the vendor quote sheet.

Clause 2. Bring to the Finance Committee Meeting 10 copies of each:

a. Completed Allocation Request Form.

b. Confirmed facility reservation.

c. A brief biography of speakers or performers.

d. Flyers and promotional material.

Clause 3. Electronic Distribution
a. Allocation Request Form must be emailed to the Administrative Chair by the Monday before the Finance Committee meeting.
b. After the Finance Committee meeting, the Administrative Chair posts the Allocation Request Form to the AICA homepage and emails it to each General Council Member.

Clause 4. AICA does provide for funding for programming sponsored by non-member organizations. Any request must meet the guidelines prescribed in the Bylaws. The non-member organization’s proposal needs to be sponsored by a Council Member. Non-member funding is limited to $750.00.

Section 5. Program Evaluation

Clause 1. Each Council Member is responsible for completing two different types of evaluation forms for AICA funded programs no later than two weeks following the program. Evaluation forms address the educational aspects of the programs as well as feedback and comments.

a. Self-Evaluation Form: Each Council Member must submit one of these forms for each of its programs funded by AICA.

b. Other Evaluation Form: Each Council Member must submit two of these forms per semester which evaluate an AICA funded program coordinated by another Council Member.