



AMENDED AND RESTATED BYLAWS

OF THE

ASSOCIATED STUDENTS OF

SAN FRANCISCO STATE UNIVERSITY

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PREAMBLE

We, the students of San Francisco State University, in order to establish a more representative and shared governance structure, to promote student advocacy, cultural, physical, and social welfare, to maintain consistent and constructive procedures in all matters relating to student affairs, to provide equitable and equal access for assisting students to achieve and succeed in the educational opportunities within the University community, committed to transparency and promoting an active student voice and participation, do hereby ordain and establish the San Francisco State University Associated Students Bylaws.

ARTICLE I – NAME & COLORS

The name of this corporation is the Associated Students of San Francisco State University (hereinafter "Associated Students" or "AS"). The colors of this organization are purple and gold.

ARTICLE II - OFFICE

The principal office for the transaction of the activities and affairs of the Associated Students is located at 1650 Holloway Avenue, City and County of San Francisco, California. The Board of Directors of the Associated Students (hereinafter referred to as "the Board" or "BOD") may, at any time, establish branches or subordinate offices at any place or places where the Associated Students is qualified to conduct its activities.

ARTICLE III – MISSION & PURPOSE**Section 1a. Mission.**

Associated Students serves as the voice of student interests and promotes an enriched co-curricular university life experience. We are dedicated to fostering the development of San Francisco State University's diverse student body through a commitment to shared governance. We provide and support student services and programs as well as maintain responsible and transparent use of funding, while encouraging external advocacy efforts.

Section 1b. General Purpose.

The Associated Students is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under Section 5110 et seq. of the California Corporations Code exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the U.S. Internal Revenue Code of 1986 as amended and is operated solely for the benefit of the students of San Francisco State University. This organization has been established under the California Education Code as a student body organization (Section 89300 et seq.), and as an auxiliary organization (Section 89900 et seq.). These Bylaws shall further define and support the Articles of Incorporation, be as binding as said Articles, and if found to be in conflict therewith, to be subordinate thereto.

The general purposes of Associated Students is to promote student awareness of and competence in the practices of democratic citizenship among the members of Associated Students, to ensure the full and equal representation in the affairs and government of Associated Students and all its members, to provide facilities and programs capable of satisfying the needs and interests of all the members of Associated Students, and to promote free and open means of communication between all members of Associated Students.

Section 2. Specific Purpose.

Within the context of the purpose stated above, the Associated Students shall:

- (a) Engage in educational and charitable plans, projects, programs, activities, and in connection therewith to provide for the educational, recreational, social, and cultural development of students, faculty, alumni, and staff

of San Francisco State University;

- (b) Foster and develop character-building and good citizenship;
- (c) Establish, acquire, maintain, operate, and partner with any or all business incidental to the main purpose of the Associated Students, including the Student Center building, related facility space, Mashouf Wellness Center, Early Childhood Education Center (ECEC), student organization or club facilities, theaters, athletic facilities, or establishments of any and every type, kind, and structure, necessary to carry out the purposes, functions, and activities of Associated Students, and manage the services and programs thereof;
- (d) Associate or affiliate with, join, or become a member of any local, state, national, or international associations, groups, or societies whose purposes, ideals, functions, and activities are the same as or substantially the same as those of Associated Students;
- (e) Transact all lawful business for which a nonprofit public benefit corporation may be incorporated under the laws of the State of California.

ARTICLE IV - MEMBERSHIP

All rights, privileges, and distinctions between the different classes of membership are set forth and expressly provided herein. The enumeration of said purposes as herein specified shall not be construed to exclude or waive any of the powers, rights, or privileges granted or conferred by relevant laws now or hereafter in force.

Section 1. Regular Members.

Regular members, hereinafter in these Bylaws referred to as "Members," shall be entitled to exercise all of the voting rights and privileges of the Associated Students. Membership shall be restricted to students currently admitted to the University, enrolled, and matriculated, who have paid all due fees to the University during the term of membership, or who have received waivers of campus fees.

Section 2. Honorary Members.

The Board may, by resolution, confer honorary membership upon persons or organizations. Honorary members shall not have voting rights, but shall have such other rights, privileges, preferences, restrictions, and conditions as determined by the Board. Honorary Members may also be conferred upon persons who give outstanding service to the Associated Students. A current list will always be maintained in the AS office.

Section 3. Voting Rights.

Each regular member shall be entitled to vote in the election of their student representatives during the yearly regular election and during any subsequent special election. All regular members shall be permitted to cast a vote for Executive positions, including President and Vice Presidents, as well as Issue Director positions. Voting rights for college and class representatives will be restricted to regular members based on their class/ major or minor status as determined by the Dean of Students.

Section 3. Good Standing.

Those Members who have paid the required dues, fees, and assessments in accordance with these Bylaws and who are not currently suspended by the University shall be regular members in good standing.

ARTICLE V – CORPORATE POWERS AND GOVERNANCE

- (a) The powers and rights of the Associated Students shall be vested in the Board of Directors, which shall have and exercise all the rights and powers afforded to nonprofit corporations generally under the laws of the State of California and the rules and policies of the California State University and San Francisco State University. These rights and powers are subject to any limitations in the Articles of Incorporation or these Bylaws.
- (b) Neither the Board nor any body or organization under its jurisdiction shall adopt any policy which abridges the freedom of speech, assembly, press, religion or basic rights of an individual, nor shall any of the bodies or organizations discriminate in membership on the basis of race, religion, color, sex, age, disability, marital status, sexual orientation, gender identity and expression, national origin, pregnancy, medical condition, and covered veteran status.

ARTICLE VI – BOARD OF DIRECTORS

Section 1. Number and Selection of Board of Directors members.

The Board shall be composed of twenty-three (23) Board of Directors members (each "Board member"), will be selected as follows. All student Board members must be duly admitted, registered, enrolled, and matriculated in a minimum of three (3) semester units for graduate board members and six (6) semester units for undergraduate board members, and in good academic standing with the University:

- (a) Student Board members elected at large in an election in which all Members are eligible to vote shall include the following:
 - (1) President of Associated Students, who shall serve as the CEO and Chair of the Executive Committee and Vice Chair of the Board;
 - (2) Associated Students Vice President of Internal Affairs;
 - (3) Associated Students Vice President of External Affairs;
 - (4) Associated Students Vice President of Finance;
 - (5) Associated Students Vice President of Academic Affairs
- (b) One representative from each of the following academic colleges, elected by students belonging to each college according to the Dean of Students, for a total of six (6) academic college representatives. This number shall change if University increases or decreases the number of academic colleges:
 - i. College of Business;
 - ii. College of Liberal & Creative Arts;
 - iii. College of Education;
 - iv. College of Ethnic Studies;
 - v. College of Health and Social Sciences;
 - vi. College of Science and Engineering;
- (c) One representative from the Division of Graduate Studies, elected by students belonging to a graduate program;
- (d) An Associated Students Chief Justice, who shall be appointed to the Board by the President and confirmed by

the Board in accordance with the most recently updated Appointments Policy;

- (e) An Associated Students Chief of Staff, who shall be appointed to the Board by the President and confirmed by the Board in accordance with the most recently updated Appointments Policy, and shall serve as the Chair of the Board;
- (e) One student Issue Director for the following areas, duly elected at large in an election in which all Members are eligible to vote shall include the following:
 - i. Director of Recreation, Health, and Wellness,
 - ii. Director of Sustainability and Basic Needs;
 - iii. Director of Government and Community Relations;
 - iv. Director of Social Justice and Equity; and
 - v. Director of Facilities and Operations
- (g) One representative from any student organization, duly elected at large in an election in which all Members are eligible to vote;
- (h) VP Student Affairs and Enrollment Management or designee,
- (i) Student Trust Officer, or designee, appointed by the President of the University, as designated in writing;
- (j) One (1) teaching faculty member at the University appointed annually with the help of Academic Senate and recommendation from the Associated Students President, as designated in writing; and

Section 2. Board Member Voting Rights.

Each Board member shall be entitled to one vote on each matter submitted to a vote of the Board, except in the case of the Associated Students Chief of Staff, who will only vote in the case of a split tie of the Board.

Section 3. Advisor to the Board.

The Executive Director shall serve as advisor to the Board and may attend any meeting of the Board, or Committee of the Board, whether open or closed. The Executive Director shall not be considered a voting Board member under these Bylaws or within the meaning of Section 5047 of the California Corporations Code.

Section 4. Director's Qualifications.

All student Board of Directors members, elected and appointed, must meet and maintain the University academic standards, unless superseded by relevant provisions in the Articles of Incorporation, the Education Code, Title 5 of the California Code of Regulations, CSU policy or executive order, or University policy. The Office of the Dean of Students is responsible for verifying academic standing and providing a complete report to the Board of Directors, indicating any and all Board members and candidates who do not qualify to serve members of the Board. Such a report will be provided to the Board prior to election and/or appointment and each academic term no later than the immediately following census 4th week of instruction. In extenuating circumstances, students who do not qualify to serve on the board or run for election may appeal; procedures for doing so will be available at the start of each academic year from the Dean of Students or designee. All student Board members, elected and appointed, must adhere to the following:

While the Chancellor of the CSU indicates the minimum requirements to hold a student office position, Associated Students holds the right to exceed those requirements. San Francisco State University Associated Students' requirements are as follows:

(1) Incumbent Unit Load.

Undergraduate incumbents must earn a minimum of six (6) semester units of credit per term while holding office. Graduate and credential students must earn a minimum of three (3) semester units of credit per term while holding office. Exceptions may be made for seniors in their graduating year but should still be in compliance with the CSU mandated minimum requirement.

(2) Incumbent Maximum Allowable Units.

Undergraduate students are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester (75 quarter) units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units will no longer be eligible for major student government office.

(3) Candidate GPA Requirements.

Candidates for the Board of Directors are expected to have a 2.0 GPA per semester to run for office and must maintain a 2.0 GPA per semester to stay in office. If a Board member falls below a 2.0, they will be removed from the Board unless they receive an exception by the Dean of Students in accordance with these Bylaws. The AS Elections Packet should comply with these Bylaws.

(4) Candidate Unit Load.

Undergraduate candidates must maintain six (6) semester units per term while running for office. Graduate and credential student candidates must maintain three (3) semester units per term while running office.

(5) Candidate Residency.

Undergraduate candidates for office must have been enrolled on the campus and have completed at least one semester prior to the election, earning a total of six (6) semester units during that semester. Graduate and credential candidates for office must earn three (3) semester units per term of continuous attendance as a new graduate or credential student to be eligible. Graduate and credential students who received a bachelor's degree or credential within the past three years from the same campus must have earned a total of six (6) semester units during their last semester as an undergraduate to be eligible.

Section 3b. Class Level Requirements.

- (1) Candidates for President and Vice President shall, at the completion of the semester in which they are candidates, have accumulated a minimum of sixty (60) units;
- (2) Candidates for Graduate representative shall, at the completion of the semester in which they are candidates, have accumulated a minimum of three (3) units per term while enrolled in a graduate program; and

Section 3c. Declaration of Major Requirement.

Candidates and nominees for academic college representative positions shall be declared majors in the college they seek to represent at the time they file for candidacy.

Section 4. Terms of Office.

- (a) The student officers shall be elected, in accordance with the Associated Students Election Code, for a one-year

term to commence at 12:00 am on June 1st and terminate at 11:59 pm on May 31st;

- (b) The teaching faculty member's term shall be one academic year, or until replaced.

Section 5. Compensation.

Board members shall receive compensation in an amount as fixed and determined by the Board. In addition, Board members shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their regular duties as specified in these Bylaws. Board of Directors members shall not vote on compensation increases that will occur during their term.

Section 6. Accountability.

In order to provide structure, opportunity for growth, and improvement, and hold Board Members accountable to their duties and expectations of office, as outlined in the Duties & Expectations Policy, the Elections Code, these Bylaws, and all other relevant policies, the following steps shall be implemented.

- (a) **Counseling:** If a Board member is found to be noncompliant with the expectations outlined in policy for their position, the AS President or Chief of Staff shall schedule a counseling meeting with the Board member, the AS President, and at least one staff Board advisor. In instances that the AS President is the member found not in compliance, the Chief of Staff will be charged with counseling and probationary action in place of the AS President. A written account of observations and specific violations relevant to the Board member's office will be provided for their record and reference. Supportive measures that will benefit the Member (may include more frequent check-ins with fellow Board members or advisors, scheduling assistance, etc.) shall be discussed and recorded. Counseling is intended to clarify the duties and expectations of holding office, specify areas of needed improvement, and help provide an outline/ support for the member to meet the expectations of their position. Depending on the nature of the issue(s) and at the discretion of the AS President, a Board member may be given up to two (2) counseling sessions before being placed on probation upon the third counseling session.
- (b) **Probation:** Following at least one (1) counseling session, continued noncompliance with the written accounts and counseling notes shall result in probation by written notice of the AS President. The Member must meet with the AS President, the Executive Director, the AS Advisor present during their counseling session, and any other relevant AS Board members to discuss the conditions and expectations of their probationary period, including specific areas of measurable improvement to fulfill the duties of their position, and a reasonable timeframe for improvement shall be given. Depending on the nature of the issue(s), the probationary may also include loss of privileges until the issue(s) have been properly resolved. At the end of the probationary period, the Board member must meet again with the AS President, the Executive Director, the AS Advisor present during the previous meetings, and any other relevant AS Board members to discuss the Board member's progress, and determine if there has been a sufficient improvement in the Board member's performance to be taken off of probation. An extension of the probationary period with amended terms may be implemented if improvement has been made but not to a satisfactory level.
- (c) **Possible Removal:** If, as a result of the probationary period, no supportive measures as listed above produce satisfactory adherence to the duties and expectations of a Board member's position, the Chief of Staff shall automatically introduce a discussion and action item for the removal of the Board member at the next Board of Directors meeting in accordance with these Bylaws. If the Chief of Staff is the member in question, the President shall automatically introduce a discussion and action item for removal at the next Board of Directors meeting in accordance with these Bylaws.

Section 7. Removal of Board Members.

- (a) If a Board member, who is qualified for Board membership because they are a duly registered student of the University, ceases to be enrolled in a minimum of six (6) units as a undergraduate and three (3) as a graduate, or ceases to be in good academic standing pursuant to University policy, they shall be notified of the deficiencies in writing, by certified mail with a return receipt requested. An academically deficient Board member has no more than ten (10) working days in which to correct any errors or deficiencies in their

academic record from the time in which the written notice of academic deficiencies is received. If at the end of the fourteenth (14th) day, the academically deficient student Board member has not provided the Board with a written notice from the Dean of Students, or designee, that demonstrates reinstatement of good academic standing pursuant to University policy, then they shall immediately cease to be a Board of Directors member;

- (b) If a Board member who qualified for Board membership because they are a member of the Administration, faculty, or non-academic staff of the University, ceases to be employed by the University, such persons cease to be a Board member;
- (c) Whenever the Board determines that a Board member is not fulfilling the duties required of a Board member, as stated in their job description and/or not in accordance with the most current and approved Attendance Policy, that Board member may be removed from the Board by a two-thirds (2/3) affirmative vote of the Board;
- (d) Upon presentation of a petition signed by ten percent (10%) of the voting members, but not less than twenty (20) members of the active membership of a constituency of the Associated Students, and containing a specific statement of reasons for removal, as well as the names, student identification number and signatures of the members executing such petition, any member of the Board elected by the general student body may be subject to recall. The Board shall convene an election by the appropriate constituency within a reasonable period of time (*e.g.* 30 days) following presentation of the signed petition. Board members shall be recalled by an affirmative vote of two-thirds (2/3) of those votes cast in an election open to the membership of the appropriate constituency of the Associated Students. College and class representatives are subject to recall in the same manner by the college or class electing them.
- (e) If a Board member is not in compliance with the most recently approved AS and/ or University Codes of Conduct, or if another Board member or staff feels like a Board member is acting in a manner reasonably deemed inappropriate or offensive, that Board member may be subject to removal from the Board following an investigation conducted by the Office of Student Conduct. Should the Office of Student Conduct believe that the reported Board member is in violation of some policy or best practice, that recommendation will be brought to the Board for consideration, and the Board member deemed in violation will be subject to removal from the Board by a two-thirds (2/3) affirmative vote of the Board at a regularly scheduled meeting. Examples of behavior that may be grounds for removal are provided in the Code of Conduct.

Section 8. Vacancies.

- (a) Vacancies on the Board shall exist: (1) upon the death, resignation, removal, recall, or academic ineligibility of any Board of Directors member, (2) whenever the number of authorized Board members is increased, or (3) upon the failure to seat the number of Board of Directors members required to be elected at the annual election or any special election or meeting held for that purpose;
- (b) The Board may declare vacant the office of a Board member who has been declared of unsound mind by a final order of court, or convicted of a felony, or been found by a final order or judgment of any court to have breached any duty under Article 3 of Chapter 2 of the California Nonprofit Corporation Law, or any successor statutes thereto;
- (c) No reduction of the authorized number of Board members shall have the effect of removing any Board of Directors members before that Board member's term of office expires; and
- (d) In the event a member should resign, a written notice of resignation shall be submitted to the Chair of the Board, President, and Executive Director. A resignation will become effective upon the date of delivery of written notice unless the notice specifies a later time for the effectiveness of such resignation. Unless otherwise specified in the notice, the acceptance of such resignation shall not be necessary to make it effective. The above provisions of this Section shall be superseded by any conflicting terms of a contract which has been approved or ratified by the Board relating to the employment of any officer of Associated Students. No Board

of Directors members may resign if the Corporation would then be left without a duly elected Board member(s) in charge of its affairs, except upon notice to the Attorney General.

Section 9. Replacement of Board Members.

- (a) Whenever a student Board member terminates their membership on the Board, whether by resignation or otherwise, the vacancy created shall be filled by a student approved by an affirmative vote of the remaining Board members present, following public notice for the position. Following review by the Executive Committee, the Associated Students President recommends an appointment to the Board for approval through the most updated version of the Selection, Appointment, and Review of AS Appointees Policy. The term of such an appointment shall not exceed the original term being filled. The appointee's position shall be filled at the next general election, and the elected winner will take office at the next annual meeting; and
- (b) Any person selected to fill a vacancy on the Board shall have the same qualifications required of the Board of Directors member whose position was vacated.

ARTICLE VII - INDEMNIFICATION

All Board of Directors members must fulfill a fiduciary responsibility that includes, but is not limited to, ensuring the responsible expenditure of AS funds, appropriate and ethical supervision of personnel, oversight of facilities that minimize risk, and regular review, revision or development of policies and procedures which advance the mission of Associated Students.

Section 1. Non-Liability of Directors and Officers.

The Board of Directors members and officers shall not be personally liable for the debts, liabilities, or other obligations of the Associated Students.

Section 2. Indemnification of Directors and Officers.

- (a) To the fullest extent permitted by law, the Associated Students shall indemnify its Board of Directors members, officers, employees, and other agents as described in Section 5238(a) of the California Corporations Code, including persons formerly occupying any such position, against all expenses, judgments, fines, settlements and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in that Section, and including an action by or in the right of the Associated Students, by reason of the fact that the person is or was a person described in that section. "Expenses," as used in these Bylaws, shall have the same meaning as in Section 5238(a) of the California Corporations Code;
- (b) On written request to the Board by any person seeking indemnification under Section 5238(b) or Section 5238(c) of the California Corporations Code, the Board shall promptly determine under Section 5238(e) of the California Corporations Code whether the applicable standard of conduct set forth in Section 5238(b) or Section 5238(c) has been met and, if so, the Board shall authorize indemnification;
- (c) To the fullest extent permitted by law and except as otherwise determined by the Board in a specific instance, expenses incurred by a person seeking indemnification under these Bylaws in defending any proceeding covered by those Sections shall be advanced by the Associated Students before final disposition of the proceeding, on receipt by the Associated Students of an undertaking by or on behalf of that person that the advance will be repaid unless it is ultimately determined that the person is entitled to be indemnified by the Associated Students for those expenses; and
- (d) The Associated Students shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its officers, Board of Directors members, employees, and other agents against any liability

asserted against or incurred by any officer, Board members, employee, or agent in such capacity or arising out of the officer's, Board member's, employee's or agent's status as such.

ARTICLE VIII – MEETINGS OF THE BOARD

Section 1. Place of Meetings.

All meetings of the Board shall be held on the main campus of the University, or via a virtual format compliant with relevant open meetings law. Meeting locations shall be determined by the Chair and Vice Chair of the Board and designated in the notice of the meeting.

Section 2. Conduct of Meetings.

Meetings of the Board shall be presided over by the Chief of Staff as Chair. In their absence, the President as Vice Chair shall preside. In the absence of each of these persons, the Vice President of Internal Affairs shall preside. In the absence of these three (3) officers, the Board shall nominate and elect a temporary Chair to facilitate from the remaining Board members present, with the exception of the Vice President of Finance who may not serve as Chair.

Section 3. Quorum.

A quorum of any meeting of the Associated Students Board shall be fifty percent (50%) plus one of the voting Board members then in office. All action taken at a regular, special, or general meeting of the Board shall be made by majority vote of those Board members in attendance, or as otherwise specified in these Bylaws, at any meeting where there is quorum.

Section 4. Adjournment Due to Lack of Quorum.

No business shall be considered by the Board at any meeting at which a quorum is not present, except that a number less than quorum shall have the power to approve a motion to adjourn the meeting to a later date. If the adjourned meeting is held within twenty-four (24) hours, other than announcing the place and time of the adjourned meeting, no other notice is required to be given. If the adjourned meeting is to be held more than twenty-four (24) hours later, notice of the adjourned meeting shall be given as provided in these Bylaws.

Section 5. Loss of Quorum.

A meeting of the Board present at a duly called and held meeting at which a quorum is initially present may continue to transact business notwithstanding the subsequent withdrawal from the meeting to a number below quorum, provided that any action thereafter taken shall be approved by at least a majority of the required quorum for such meeting or greater percentage as may be required by law, or the Articles of Incorporation or Bylaws of this Corporation.

Section 6. Annual and Regular Meetings.

- (a) The annual meeting of the Board shall be held in August of each year. At the annual meeting, the Board shall adopt, ratify, or approve policies applicable for the academic year. Adoption, ratification, and approval of policies at the annual board meeting shall not prohibit the board from adopting other policies throughout the year; and
- (b) Regular meetings of the Board of Directors shall be held at least once a month during the fall and spring semesters of the San Francisco State University academic year and at least once a month during summer session. The time and place of such meetings shall be established annually by the Chair and Vice Chair. Regular meetings of the Board may be called by the Chair or any other three (3) members of the Board. Notice of the time and place of such meetings together with the agenda for such meetings, shall be posted prominently

at the principal office of the Associated Students at least (72) hours in advance of the meeting. Copies of the agendas will also be made available on the Associated Students website and shall serve as the primary means of giving notice during the remote modality.

Section 7. Notice of Meeting.

Written notice of every meeting, whether annual, regular, or special, shall be sent to each Board of Director member via Associated Students assigned email, as specified by each Board member and appearing on the books of the Associated Students. If a Board member gives no address, notice is duly given if sent by mail addressed to the place where the principal office of the Associated Students is situated. Notice of every meeting shall be posted publicly on campus and written notice of any meeting shall also be given pursuant to the requirements of Section 8992 I of Article 2 of Chapter 7 of Part 55 of the Education Code to any individual or medium that has filed a written request for notice. Said notices for annual or regular meetings shall be sent, and posted, at least three (3) days (72) hours before each meeting;

- (a) A written agenda listing the matters to be considered at each meeting shall be included in the notice for the meeting; and
- (b) Matters to be considered at any meeting shall be stated in the notice of the meeting. No business other than that mentioned in the notice of a meeting shall be considered there at. Notice shall be given by the Executive Director or their designee.

Section 8. Special Meeting.

- (a) Special meetings of the Board may be called at any time by the Chair or Vice Chair of the Board, or by a majority of the members of the Board eligible to vote, or by joint request of any five (5) Executive Officers; and
- (b) Written notice for a special meeting shall be delivered personally or by email to each Board member, and to any medium or other party to may be directly affected by a meeting, or any other individual or medium who has requested notice in writing. The call and notice of a special meeting shall be delivered at least twenty-four (24) hours prior to any meeting and shall specify the date, time and place of the special meeting and the business to be transacted. No other business shall be considered at these meetings. Written notice may be dispensed with as pursuant to the guidelines of Section 89922 of Article 2 of Chapter 7 of Part 55 of the Education Code.

Section 9. Open Meetings.

All meetings of the Board, or officially designated committees of the Board, shall be open and public, and all persons shall be permitted to attend any meeting of the Board; provided, however, that the Board may hold closed sessions during any meeting to consider those matters which may lawfully be considered in such sessions under Article I Section 5 (commencing with Section 89305) of Chapter 3 of Part 55 of the Education Code and Article 2 (commencing with Section 89920) of Chapter 7 of Part 55 of the Education Code.

Section 10. Closed Session

Pursuant to Education Code 89307 of the California Code, the Board and its various committees may enter a closed session attended only by members of the Board, Executive Director, and individuals approved to participate by simple majority vote of the Board/ committee to consider the appointment, employment, and evaluation of performance, discipline, or dismissal of an employee. The ability to go into closed session shall be limited to what is allowable per open meetings law and California Code.

Section 11. Executive Committee Meetings.

Meetings of the Executive Committee may be called for any purpose by any member of the Executive Committee. All

meetings of the Executive Committee (or any committee) when acting in capacity or on behalf of the Board shall be conducted in accordance with the provisions of Article 1.5 (commencing with Section 89305) of Chapter 3 of Part 55 of the Education Code and Article 2 (commencing with Section 89920) of Chapter 7 of Part 55 of the Education Code.

Section 11. Voting Rights.

Each Board member shall have one vote, including the VP of Student Affairs & Enrollment Management, Student Trust Officer, and Faculty Representative. No proxy votes for student Board members shall be permitted on the Associated Students Board of Directors, Councils or Committees. For the sake of clarity, the Executive Director shall not have voting rights. Designees for the VP for Student Affairs & Enrollment Management and the Student Trust Officer can vote in their stead.

Section 12. Conduct of Meetings.

The latest edition of Robert's Rules of Order, Newly Revised, shall govern the conduct of all meetings of the Board. This practice shall serve as a tool to conduct business, but should not be a barrier to access information for constituents or a hindrance to the progress of the business of the Board.

ARTICLE IX – EXECUTIVE OFFICERS

Section 1. Designation of Executive Officers.

The Executive Officers of the Corporation shall consist of seven (7) members: five (5) who are elected and two (2) who are appointed.

- (a) The elected Executive Officers of the Corporation shall be the President, Vice President of Internal Affairs, Vice President of External Affairs, Vice President of Finance, Vice President of Academic Affairs; and
- (b) One (1) appointed officer shall be the Chief Justice.
- (c) One (1) appointed officer shall be the Chief of Staff.

To ensure business continuity during the summer session, the Executive Officers will serve on behalf of the full Board, endowed with the authority to vote, amend, and pass items necessary for the continued operation of Associated Students in emergency, time sensitive circumstances and when a quorum of the Board is unavailable.

Section 2a. Powers and Duties of the Executive Officers

The Executive Officers of the Board of Directors shall serve as the chairs to any standing councils and committees of the Board. These officers' specific job descriptions shall be listed in the most updated version of the "AS BOD Job Descriptions, Duties, and Responsibilities Policy".

Section 2b. Powers and Duties of the Issue Directors

The Issue Directors of the Board of Directors shall serve as the chairs of student assemblies held by Associated Students, composed of student board members and students-at-large. These officers' specific job descriptions shall be listed in the most updated version of the "AS BOD Job Descriptions, Duties, and Responsibilities Policy".

Section 2c. Powers and Duties of the Representatives

The Representatives of the Board of Directors shall serve as the chairs of student forums held by these representatives, composed of students-at-large. These officers' specific job descriptions shall be listed in the most updated version of

the “AS BOD Job Descriptions, Duties, and Responsibilities Policy”.

Section 3. Board of Directors Duties

Failure to complete one or more of the requirements may lead to reprimands and/or removal from the leadership position barring extenuating circumstances as reviewed by the Executive Director, referring to Article VI, Section 6c.

1. Attend all BOD meetings.
2. Serve as a BOD member, and a minimum of two (2) A.S. committees, one (1) University Committee or board.
3. Attend the meetings of the committees/ councils to which the BOD member is appointed.
4. Attend each semester, the regularly scheduled AS Leadership Retreat(s).
5. Participate in at least one (1) hour of tabling of orientation or welcome days.
6. Attend at least one (1) meeting of a recognized organization that they are not affiliated with.
7. Attend one cultural event per semester (defined as an event that showcases shared customs and behaviors of a particular group of society that is different from their own) that is planned, organized, sponsored or co-sponsored by any of the culturally-based student organizations. In addition to proof of attendance, a 250-word minimum reflection on the cultural event shall be submitted to the Executive Director.
8. Board of Directors are expected to complete one Title IX training in the Fall Semester of their first semester in office.
9. Board of Directors will be mandated student office or outreach hours, 2 hours a week for Executive Officers and 3 hours a week for board representatives and directors. These hours must be posted on the AS website.
10. Board of Directors are expected to follow the most updated version of the Attendance Policy while in office.

Section 4. Qualifications and Election of Officers.

All officers, except for the Executive Director, VP SAEM, Student Trust Officer, and Faculty Representative, shall be student Board of Directors members. The Chief Justice and Chief of Staff shall be appointed by the Board within sixty (30) days of the first Monday in June, and shall serve a full one-year term, or in the event they resign or are removed or are otherwise disqualified to serve, or until a successor shall be appointed and qualified; whichever occurs first. With the exception of the Chief Justice and Chief of Staff, all student Executive Officers shall be elected at-large in an election in which all Members are eligible to vote and shall serve until the end of their term, or in the event they resign or are removed or is otherwise disqualified to serve, or until a successor shall be elected and qualified; whichever occurs first.

Section 5. Removal, Recall, and Resignation of Executive Officers.

In the event a member should resign, a written notice of resignation shall be submitted to the Chief of Staff, President, and Executive Director. A resignation will become effective upon the date of delivery of written notice unless the notice specifies a later time for the effectiveness of such resignation. Unless otherwise specified in the notice, the acceptance of such resignation shall not be necessary to make it effective. The above provisions of this Section shall be superseded by any conflicting terms of a contract which has been approved or ratified by the Board relating to the employment of any officer of Associated Students. No Board of Directors members may resign if the Corporation would then be left without a duly elected Board member(s) in charge of its affairs, except upon notice to the Attorney General, or Code of Conduct case.

Section 6. Special Authority of Executive Officers.

The Officers of the Board shall have such powers and shall perform such duties in addition to those set forth in these Bylaws or as may be delegated to them by the Board.

Section 7. Restrictions Regarding Interested Board of Directors Members.

Notwithstanding any other provision of these Bylaws, not more than forty-nine percent (49%) of the persons serving

on the Board may be interested persons. For purposes of this Section, "interested persons" means either:

- (a) Any person currently being compensated by Associated Students for services rendered it within the previous twelve (12) months, whether as full- or part-time officer or other employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a student Board member as Board member; or
- (b) Any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, mother-in-law, or father-in-law of any such person.

Section 8. Succession of the Presidency.

In the event of a vacancy in the office of the President, the vacancy shall be filled by the Vice President of Internal Affairs. If the Vice President of Internal Affairs does not wish to assume the role of President or the position of VP Internal Affairs is vacant, the Vice President of Finance shall fill the vacancy of President. If neither the Vice President of Internal Affairs or the Vice President of Finance wish to assume the role of President, the new President shall be elected internally by a simple majority vote of the Board. Board members that want to be considered for the position must announce their willingness to fill the position, or may be nominated by another Board member. Only Board members duly elected to office in an election that was open to all Members may assume the Presidency through this process.

Following the succession or internal approval of the new President, the new President shall then fill vacancies on the Board in accordance with the most recently updated Appointments Policy.

Section 9. No Concurrent Employment.

No employee of Associated Students may, concurrently with such employment, serve as a voting member of the Board. If an employee of Associated Students is elected or appointed to a position on the Board, the employee must resign their position before they are allowed to take office.

Section 10. No Proxy Voting.

Voting by proxy is strictly prohibited. Board of Directors members shall not proxy their voting rights. Designees for the VP for Student Affairs & Enrollment Management and the Student Trust Officer can vote in their stead.

ARTICLE X - COMMITTEES

Section 1a. Designated Committees/Councils.

The Board of Directors shall have the power to establish committees of the BOD including, but not limited to the following standing committees:

- (1) Executive Committee;
- (2) Finance Committee;
- (3) Internal Affairs Committee;
- (4) External Affairs Committee;
- (5) Audit Committee;

- (6) Judicial Council; and
- (7) Rules Committee.

Section 1b. Ad hoc Committees.

The Board shall have the authority to establish Ad hoc committees. The President shall have the authority to appoint the Chairs of those committees. The action establishing an Ad hoc or advisory committee shall include the following:

- (1) The purpose of the committee;
- (2) The date by which its work should be concluded and reported to the Board;
- (3) The membership of the committee, including whether persons who are not members of the Board may serve on the committee; and
- (4) Such Ad hoc committees shall act in an advisory capacity to the Board only and may perform projects or take up certain matters at the request of the President or the Board of Directors.

Unless otherwise provided in these Bylaws, no committee may exercise the authority of the Board.

Section 2. Committee Membership.

Each standing committee of the Board (with the exception of the Executive Committee) shall be composed of no less than three (3) members of the Board, not including the Chair;

- (a) The Executive Committee shall consist of eight (8) members: President, Vice President of Internal Affairs, Vice President of External Affairs, Vice President of Finance, Vice President of Academic Affairs, Chief of Staff, Chief Justice, and VP for Student Affairs & Enrollment Management (or designee).
- (b) Except as otherwise provided in these Bylaws, committee members shall be appointed by the President with the advice and consent of the majority of the Board members.
- (c) Committees shall elect a Vice-Chair, unless otherwise provided in these Bylaws or the Board Member Duties & Expectations Policy, in order to continue Committee work in the event of a vacancy of the Chair.

Section 3a. Executive Committee.

- (1) The President shall serve as chair of the Executive Committee;
- (2) Conduct the business and affairs of the Associated Students from time to time in case of emergencies, as specifically delegated to the Executive Committee by the Board, and shall have all the powers of and be subject to all the restrictions on, the Board as specified herein; and
- (3) Conduct the business and affairs of the Associated Students from time of the conclusion of the fall semester to the commencement of the spring semester and from the time of the conclusion of the spring semester to the commencement of the fall semester.

Section 3b. Limitations on Powers of Executive Committee.

The Executive Committee shall, except when the Board is in session during the academic year, have all powers, authority, and restrictions in the management of the business and affairs of Associated Students, except with respect to:

- (1) The final approval of any action which, under law or the provisions of these Bylaws, requires the approval of the Board members or of a majority of all of the Board;
- (2) The filling of vacancies on the Board or on any committee which has the authority of the Board;
- (3) The fixing of compensation of the members for serving on the Board or on any committee;
- (4) The amendment or repeal of Bylaws or the adoption of new Bylaws;
- (5) The amendment or repeal of any resolution of the Board which by its express terms cannot be so amended or repealed;
- (6) The appointment of committees of the Board or the members of the Board thereof;
- (7) The approval of any transaction to which the Associated Students is a party and in which one or more of the Board has a material financial interest, except as expressly provided in Section 5233 (d)(3) of the California Nonprofit Corporation Law, or successor statute thereto; and
- (8) Such powers and authority as shall be reserved from the Executive Committee by the Board.

Section 4. Committee Meetings.

- (a) With the exception of Article VIII Section 3 referring to "Quorum," and Article VIII Section 6 referring to "Annual Meeting" and, except as otherwise expressly provided in these Bylaws, committee meetings shall follow all guidelines herein specified for Board meetings. Committees shall serve only to make recommendations to the Board for approval. A simple majority of the committee members shall constitute quorum for each committee.
- (b) Each qualified committee member, excluding any and all employees of the Associated Students, shall have one vote on the committee. **No proxy votes shall be permitted.**

Section 5. Councils.

The Board may, by a majority vote of the Board members, designate one or more Councils, to assist the Board at its pleasure and in its sole discretion with various aspects of the business and affairs of the Associated Students. The Councils shall perform research and provide recommendations and resolutions on topics at the Board's request. For the sake of clarity, the Councils shall not be considered "committees" of the Associated Students under these Bylaws or Section 5212 of the California Corporations Code.

ARTICLE XI – EXECUTIVE DIRECTOR

Section 1. Duties of Executive Director.

The Executive Director shall be the Executive Secretary of the Associated Students and shall exercise general supervision and control over all activities of the Associated Students in a manner consistent with Board policies. The duties and reporting line of the Executive Director shall be specified in the most recent position description policy approved by the Board. The BOD shall be empowered to employ or discharge the AS Executive Director consistent with AS employment policies and procedures. The BOD shall prepare the annual evaluation of the Executive Director in accordance with established policies. The AS Executive Director shall report to the BOD or its Executive Committee on the status of any or all of the activities of the organization on a schedule determined by the BOD, and at any other time deemed necessary by action of the BOD.

Section 2. Delegation of Executive Director Authority.

Any duties of the Executive Director may be delegated by the Executive Director to any employee of the Associated Students, provided such delegation is reasonable under the circumstances.

Section 3. Removal of the Executive Director.

The Executive Director may be removed with cause upon a two-thirds (2/3) affirmative vote of the Board, including the unanimous vote of the non-student Directors, at a regularly scheduled meeting, duly called for that purpose.

If the Executive Director is not in compliance with the most recently approved AS and University Codes of Conduct, the Executive Director is subject to removal from their position following an investigation conducted by Associated Students Human Resources.

Section 4. Resignation of the Executive Director.

In the case that the Executive Director or Interim resigns, the Associated Students President has the authority to take on the duties of the Executive Director until a new Interim or permanent Executive Director is selected by the Board of Directors. In the case of the Executive Director vacancy, the Executive Committee will conduct interviews and the Associated Students President will bring a recommendation to the Board of Directors for approval.

ARTICLE XII - ELECTIONS

Section 1. Regular Elections.

All elections for office in the governance of Associated Students shall be administered by the Elections Commissioner and follow the procedure outlined in the most recent election code approved by the Board.

Section 2. Special Elections.

All special elections shall be administered by the Election Commissioner. Notice of such elections and of any special elections meetings called in relation to those elections shall be provided by posting notice within three (3) calendar days of the call of such elections or meetings on all bulletin boards available to the Associated Students for this purpose, with such notice in the student newspaper in at least one issue prior to the date of such elections or meetings. In addition, notice shall be provided to members entitled to vote in special elections as determined by the Election Commissioner.

Section 3. Elections Commissioner.

The Elections Commissioner is a student employee and is hired and supervised by assigned staff. The Commissioner shall not hold nor seek an elected or appointed office within Associated Students at the time of employment or while employed as the Elections Commissioner. The Commissioner has the following powers and duties:

- (a) Conduct regular and special elections within the provision of these Bylaws;
- (b) Work with the Associated Students Leadership Development Coordinator to employ an election staff to assist in the setup, operation, and organization of all regular and special elections;
- (c) Implement and enforce all provisions of the Election Code, including the qualifications for all elected or appointed members of the Associated Students consistent with the Election Code; and
- (d) Refer all infractions, quarrels, disputes, and disagreements involving campaigns and elections to the Judicial Council immediately for adjudication.

Elections Commissioner may not campaign in any election. Complaints against the Election Commissioner, an employee on the election staff, or the election process shall be filed with the Judicial Council. If the complaint is

upheld, the Judiciary shall notify the Board and the Elections Commissioner of corrective action. Upon recommendation by the Judiciary, the Election Commissioner may be removed from the position of Election Commissioner.

ARTICLE XIII – DEPOSITS, GIFTS, AND INVESTMENTS

Section 1. Deposits; Commercial Services.

All funds and money of the Associated Students collected from commercial services, as provided in Education Code Section 89905, shall be deposited from time to time to the credit of the Associated Students in such banks, trust companies, or other depositories as the Board may select, with the approval of the University Chief Fiscal Officer.

Section 2. Gifts.

The Board may accept, on behalf of the Associated Students, any contribution, gift, bequest, or devise for the charitable or public purposes of the Associated Students, in accordance with the policies of the Associated Students, the University, and the California State University.

Section 3. Investments.

Funds of the Associated Students not needed for the immediate use of the Associated Students shall be invested in deposits, savings accounts, or securities, upon approval of the Board and subject to approval of the campus Chief Fiscal Officer; provided, however, that funds shall only be invested in bonds, securities, or accounts approved as legal investments for trust funds and guardianships in the State of California. Such investments must be in accordance with the policies of the Associated Students, the University, and the California State University.

ARTICLE XIV – CORPORATE RECORDS AND SEAL

Section 1. Maintenance of Corporate Records.

The Associated Students shall keep at its principal office in the State of California:

- (a) Minutes of all meetings of Board of Directors members and committees of the Board, indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, and the names of those present and the proceedings thereof; and
- (b) Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains, and losses.

Section 2. Corporate Seal.

The Board may adopt, use, and, at will, alter a corporate seal. Such seal shall be kept at the principal office of the Associated Students. Failure to affix the seal to corporate instruments, however, shall not affect the validity of any such instrument.

ARTICLE XV - DISSOLUTION

Upon dissolution of the Associated Students, net assets, other than trust funds, shall be distributed to one or more nonprofit corporations organized and operated for the benefit of the University, such corporation or corporations to be approved by the President of the University and the Chancellor of the California State University. Such nonprofit corporation or corporations must be qualified for federal income tax exemption under Section 501 (c) (3) of the Internal Revenue Code of 1986 and be organized and operated exclusively for charitable purposes.

ARTICLE XVI - AMENDMENT

These Bylaws may be amended or repealed, in whole or in part, by a two-thirds (2/3) affirmative vote of the Board; provided, however, that all such amendments shall be sent to the President of the University for their Concurrence.

ARTICLE XVII – CONSTRUCTION AND DEFINITIONS

Section 1. Conflicting Terms.

If there is any conflict between the provisions of these Bylaws and the Articles of Incorporation, the provisions of the Articles shall govern.

Section 2. Severability.

Should any of the provisions or portions of these Bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these Bylaws shall be unaffected by such holding.

ARTICLE XVIII – CONFLICT OF INTEREST

Section 1. Conflict of Interest.

No member of the Board of Directors shall be financially in any contract or other transaction entered into by the Board of Directors that is not in accordance with the conflict of interest provisions set forth in Sections 89906 through 89909 of the Education Code. The following relationships are specifically deemed not permissible:

- (a) Any contract, other than an employment contract, directly between Associated Students and a Board of Directors member;
- (b) Any contracts between Associated Students and a partnership or unincorporated association in which a Board of Directors member is a partner, or owner, or holder, directly or indirectly, of a proprietorship interest; and
- (c) Any contract between Associated Students and a for-profit corporation in which a Board member is the owner or holder, directly or indirectly, of five percent (5%) or more of the outstanding common stock.

Section 2. Permitted Relationships.

There are other relationships, including the following, that are permissible:

- (a) Contracts between Associated Students and a for-profit corporation in which a Board member is the owner or holder, directly or indirectly, of less than five percent (5%) of the outstanding common stock;
- (b) Contracts between Associated Students and a for-profit corporation on whose Board of Directors a Board member serves and such Board member is the owner or holder, directly or indirectly, of less than five percent (5%) of the outstanding common stock; and
- (c) Contracts between Associated Students and a for-profit corporation on whose Board of Directors a Board member serves.

Section 3. Concurrent Serving.

No individual serving as President of Associated Students shall serve concurrently as President or Chair of another

auxiliary organization of the University campus.

SIGNATURES

In witness whereof, the foregoing Bylaws were adopted by the Board of the Associated Students of San Francisco State University on March 1st, 2023 and will begin to take effect on June 1, 2023.

ASSOCIATED STUDENTS

DocuSigned by:
Karina Zamora
A72C15146B4E4BB...

Karina Zamora
Associated Students President

3/2/2023 | 11:01 AM PST

Date

DocuSigned by:
Alexandro Rios
6BDB214AF8D040A...

Tonee Sherrill
Associated Students Executive Director

3/2/2023 | 3:04 PM PST

Date

SAN FRANCISCO STATE UNIVERSITY

Lynn Mahoney, Ph.D., President
San Francisco State University

Date

CALIFORNIA STATE UNIVERSITY

Jolene Koester, Ph.D., Interim Chancellor
California State University

Date

Certificate Of Completion

Envelope Id: 737DB5584D2740A5969DF29BF6EF0CA8	Status: Completed
Subject: *Time Sensitive* Complete with DocuSign: 2023 Bylaws.docx.pdf	
Source Envelope:	
Document Pages: 23	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator: Christine Amador christine@asi.sfsu.edu
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Signer Events

Alejandro Rios
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Associate Executive Director
Delegate Of: Tonee Sherrill
tonee@sfsu.edu
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
Accepted: 3/2/2023 12:00:42 PM
ID: 4982ed4a-bad6-4ce2-86d4-86bcdb9fb65a

Signature

DocuSigned by:
Alejandro Rios
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Signature Adoption: Pre-selected Style
Using IP Address: 130.212.147.94
Signed using mobile

Timestamp

Sent: 3/2/2023 10:58:29 AM
Viewed: 3/2/2023 12:00:42 PM
Signed: 3/2/2023 3:04:20 PM

Karina Zamora
kzamora@asi.sfsu.edu
Security Level: Email, Account Authentication (None)

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Karina Zamora
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Signature Adoption: Pre-selected Style
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Electronic Record and Signature Disclosure:
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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/2/2023 10:58:30 AM
Certified Delivered	Security Checked	3/2/2023 11:01:10 AM
Signing Complete	Security Checked	3/2/2023 11:01:48 AM

Envelope Summary Events	Status	Timestamps
Completed	Security Checked	3/2/2023 3:04:20 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Associated Students at San Francisco State University (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Associated Students at San Francisco State University:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: kfields@asi.sfsu.edu

To advise Associated Students at San Francisco State University of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at kfields@asi.sfsu.edu and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Associated Students at San Francisco State University

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to kfields@asi.sfsu.edu and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Associated Students at San Francisco State University

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to kfields@asi.sfsu.edu and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Associated Students at San Francisco State University as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Associated Students at San Francisco State University during the course of your relationship with Associated Students at San Francisco State University.