

# BOARD AND COMMITTEE MINUTES GUIDELINES AND POLICY

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## BACKGROUND AND PURPOSE

The Purpose of this document is to provide a framework for the proper taking, transcribing and approving minutes of the Board of Directors and of standing committees of Associated Students, Inc. As stated in Robert's Rules of Order, Newly Revised, "the minutes should contain what is done and not what is said."

## POLICY STATEMENT

In accordance with the ASI By-laws, minutes shall be prepared and approved for all Board of Directors meetings, Executive Committee meetings and meetings of all standing committees as established in the By-laws. The ASI Minute Taker shall transcribe the minutes within one week from the date the meeting was scheduled, and the draft minute shall be available for review and approval by the Board of Directors or the appropriate Committees prior to; the next scheduled meeting. Approved Board of Directors and Executive Committee minutes shall be signed and dated by the ASI Corporate Secretary and forwarded to the University administration within two weeks of the meeting.

## APPLICABILITY TO THE POLICY

This policy applies to all AS BOD and Executive Committee members. Specifically, it is the duty of the ASI

Minute Taker to abide by this policy and procedure to ensure that all Board and Committee Minutes are formatted and approved in accordance with the AS approved guidelines.

## DEFINITIONS

Terms	Definition
<b>Associated Students (AS)</b>	The student government as San Francisco State University which serves as the official voice of students. AS promotes an enriched co-curricular student life experience and is dedicated to the empowerment of SF State’s diverse student body through a commitment to social justice and shared governance. AS provides and supports services and programs, maintains fiduciary responsibility, and engages in campus-wide collaborations and external advocacy efforts.
<b>Board of Directors (BOD)</b>	The student body of elected or appointed members who oversee and approve the activities of Associated Students at San Francisco State University.
<b>ASI Minute Taker</b>	One of the VP Assistants will perform this job for each board meeting. Their job is to record and summarize the discussions, actions, and motions which are carried out during all board meetings.

## MEETING PROCEDURE

- A. The Audit Committee is to be an active Committee, meeting at least one during the academic year. Notification and draft copies of audited financial statements shall be sent to Committee members prior to meetings for the review of annual financial statements.
- B. The Chair shall set aside and publish a regular meeting time at the beginning of each academic year.
- C. The Audit Committee meetings shall be publicly announced and open as stated in the Gloria Romero Open Meeting Act, and shall be conducted according to Robert’s Rules of Order, Newly Revised.
- D. The Audit Committee may hold Closed Session in accordance with the Gloria Romero Open Meeting Act.
- E. Agenda items for the formal business session of the Audit Committee shall be presented to the Chair. Agendas will be distributed to each member seven (7) days in advance of the meeting.
- F. A quorum shall consist of 50% plus one of voting members.

## DUTIES AND RESPONSIBILITIES

The AS Board of Directors delegates to the Audit Committee the authority to act as an extension of the Board to perform the following duties:

- A. Meet singularly or in conjunction with the Campus Auxiliary Audit Committees to select and recommend to the AS BOD an independent certified public accounting firm to perform the annual audit of ASI and SFSU.

- B. Meet annually with the External auditors and management to review the draft audited financial statements and executive summary which includes the management letter and report on specific internal control items and report findings to the AS BOD.
- C. Meet annually with the External auditors to review management performance and report findings to the AS BOD.

## **FORMS**

None.

## **BOARD AND COMMITTEE MINUTES GUIDELINES AND POLICY APPROVAL AND REVISION HISTORY**

Board and Committee Minutes Guidelines and Policy was Approved by the Board of Directors on 05/30/2001  
Board and Committee Minutes Guidelines and Policy was Revised and Updated on 03/15/2002  
Board and Committee Minutes Guidelines and Policy was Approved by the Board of Directors on 02/01/2004