



**TO:** A.S.I. Board of Directors  
**FROM:** Frances Tsai, A.S.I. Chief Justice  
**CC:** Intef W. Weser, A.S.I. Executive Director  
**SUBJECT:** Policy and Guideline changes – **Policy 213 and Direct Funding Allocation Guidelines 2015-16**  
**DATE:** November 18, 2015

Please note that the Bylaws and Codes Review Subcommittee, chaired by the Chief Justice of the J.R.C, reviews all changes that need to be made to the Bylaws, Codes of Procedures, and Policies. However, in the absence of a Judicial Review Committee, I would like to recommend the following changes to Policy 213 and Direct Funding Allocation Guidelines, for approval by the Board of Directors. These changes are a result of both existing practices undertaken by A.S.I, as well as compliance with University changes.

In Policy 213, the term "club/organization" are added to clarify the entities addressed in Sections 5.4 and 5.7.6. Sections 5.7.1 and 5.7.2. are updated to reflect the most recent documents the Finance Committee found to be necessary to submit. Section 5.7.5 clarifies what types of cost information is being asked by the Finance Committee. Section 5.7.7. is reworded for grammar purposes.

In the A.S.I. Direct Funding Allocation Guidelines 2015-16, major changes include adjusting prices for inflation purposes, clarifying catered foods (Section V.a.i.a), and addressing equipment available to clubs/organizations (Section V-iv). Cosmetic changes include changing CSULA to Cal State LA to reflect rebranding of the University.

If you have any further questions, please feel free to contact me any time at [asicj@calstatela.edu](mailto:asicj@calstatela.edu) or call 818-488-0756.

Note: Effective Fall 2016, all terminology and timelines related to the Quarter system will reflect that of the Semester system. For additional information about the conversion, please refer to the Q2S conversion website and direct policy-related questions to the A.S.I. Chief Justice.

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