

## A.S.I. Committee Designee Listing

### Board of Directors

#### ARTICLE II

#### MEMBERSHIP AND

#### DUTIES

##### Section 1 – Membership

The Executive Committee shall be composed of eight (8) voting and four (4) non-voting members.

- A. A.S.I. President, who shall serve as chair
- B. A.S.I. Vice President for Administration, who shall serve as vice-chair
- C. A.S.I. Vice President for Academic Governance
- D. A.S.I. Vice President for Finance
- E. A.S.I. Secretary/Treasurer
- F. Three (3) members of the B.O.D. appointed by the A.S.I. President with a simple majority consent of the B.O.D.
- G. A.S.I. Executive Director (non-voting)
- H. A.S.I. Assistant Director (recording secretary) (non-voting)
- I. A.S.I. Director of Programs and Leadership (non-voting)
- J. University President or designee (non-voting) – Dr. Miller

### Personnel Committee COP

#### ARTICLE II

#### MEMBERSHIP AND

#### DUTIES

##### Section 1 – Membership

The Personnel Committee shall be composed of seven (7) voting and four (4) non-voting members.

- a. A.S.I. President, who shall serve as chair
- b. A.S.I. Vice President for Administration
- c. A.S.I. Vice President for Academic Governance
- d. A.S.I. Vice President for Finance
- e. A.S.I. Vice President for External Affairs and Advancement
- f. A.S.I. Secretary/Treasurer
- g. Two (2) members of the B.O.D. appointed by the A.S.I. President with a simple majority consent of the B.O.D.
- h. A.S.I. Executive Director (non-voting)
- i. A.S.I. Office Manager for Administration and Services (recording secretary) (non-voting)
- j. A representative from the University's Office of Human Resources Management (non-voting)
- k. University President or designee (non-voting) – Dr. Miller

### Elections Committee COP

#### ARTICLE

#### I

#### AUTHORITY

#### & FUNCTION

##### Section 1 - Authority

- A. These codes shall act as the governing procedures of the Elections Committee of the Associated Students, Incorporated (A.S.I.) of California State University, Los Angeles.

- B. In the event that the Elections Committee has not been established by the second Bylaws and Codes of Procedure meeting of the academic year, this policy shall be reviewed and taken upon by the Bylaws and Codes of Procedure Committee (see Policy 302, Article 1, Section 2, Item B).

Section 2 – Function

- A. It shall be the purpose and function of the Elections Committee to oversee all A.S.I. elections.
- B. The A.S.I. General and Special elections are a function delegated to the A.S.I. through its Bylaws and Title 5. As a result of the nature and importance of the elections, the Committee may take any action deemed necessary and proper for the conduct of fair elections provided they obtain the consent of the University President’s designee for said action.

**ARTICLE II**

**MEMBERSHIP AND DUTIES**

Section 1 – Membership

The Committee shall be composed of the Election & Orientation Commissioner (Elections & Orientation Commissioner) and up to four (4) regular members of the Associated Students, Inc. (as defined in Article I, Section 3, Clause 1 of the A.S.I. Bylaws). No committee member may run as a candidate in the elections.

- A. The Elections & Orientation Commissioner shall be recommended by the A.S.I. President, and shall be approved by a 2/3 majority of the Board of Directors (B.O.D.). The Elections & Orientation Commissioner will serve as the chair of the Committee.
- B. The remaining committee members shall be recommended by the Elections & Orientation Commissioner to the A.S.I. President, and shall be recommended for approval by a 2/3 majority of the B.O.D..
- C. A.S.I. Chief Justice or designee
- D. A.S.I. Programs Coordinator (non-voting)
- E. Center for Student Involvement Director or designee – Staff Advisor (non-voting) – **Frangelo Ayran - Assistant Dean of Students | Dean of Students**
- F. University President or designee (non-voting)- **Carol Roberts-Corb - Assistant Dean for Student Conduct**

**Bylaws and Codes of Procedure SUB-COMMITTEE Committee COP**

**ARTICLE I**

**AUTHORITY AND**

**FUNCTION**

These codes shall act as the governing procedures for the Bylaws and Codes of Procedure Committee of the Associated Students, Incorporated (A.S.I.) of California State University, Los Angeles. It shall be the purpose and function of the Bylaws and Codes of Procedure Committee to ensure that the governing documents, policies and procedures of A.S.I. are in compliance with Title V of the Administrative Code of the State of California, Policy and Directives of the Board of Trustees of the California State University, Policies of the CSLA, the Articles of Incorporation, and the Bylaws.

**ARTICLE II**

**MEMBERSHIP AND**

**DUTIES**

Section 1 – Membership

The Bylaws and Codes of Procedure Committee shall be composed of 7 voting and 3 non-voting members.

- A. **The entire membership of the Judicial Review Committee as delineated in the A.S.I. Bylaws (4 voting, 2 alternate) – Dr. Gar Culbert- Faculty Political Science**
- B. The A.S.I. Elections Commissioner

- C. A member of the BOD appointed by the A.S.I. President with a simple majority consent of the BOD
- D. One student recommended by the Chief Justice to the A.S.I. President with a simple majority consent of the BOD
- E. Associated Students Executive Director (non-voting)
- F. University President or designee (non-voting)- Carol Roberts-Corb - Assistant Dean for Student Conduct
- G. Student Program Advisor (non-voting)

### Judicial Review Committee COP (JRC)

#### ARTICLE I

#### AUTHORITY AND

#### FUNCTION

These codes shall act as the governing procedures for the Judicial Review Committee (J.R.C.) of the Associated Students, Incorporated (A.S.I.) of California State University, Los Angeles.

#### Section 1 – Authority

The power of the Judicial Review Committee is derived from the Associated Students, Inc. Bylaws, Article IX, Section 6.

#### Section 2 – Function

The Judicial Review Committee shall:

- A. review, upon appeal, decisions of the Board of Directors (B.O.D.) involving interpretations of the Articles of Incorporation, the Bylaws, and the Board of Directors Code of Procedure.
- B. declare all elections results.
- C. hear all alleged violations of the election campaign rules and regulations outlined in the Elections Committee Code of Procedure.
- D. resolve grievances between regular members of the Associated Students, Inc., as defined in the A.S.I. Bylaws, and all elected and appointed officers of A.S.I. relative to the functioning of A.S.I.
- E. hear other grievances or issues referred to the J.R.C. by the B.O.D., or University President.

#### ARTICLE II

#### MEMBERSHIP AND

#### DUTIES

#### Section 1 – Voting Membership

The voting membership of the J.R.C. shall consist of a Chief Justice, three (3) Associate Justices and one (1) faculty member.

A. The Chief Justice and the Associate Justices shall be recommended by the A.S.I. President and appointed by a two-thirds (2/3) vote of the B.O.D.

1. The justices may not hold any elected or appointed office within A.S.I.

2. The justices must be regular members of the Associated Students, Inc. in good standing as defined by the University Registrar.

B. The faculty member shall be recommended by the Committee on Committees of the Academic Senate and shall be approved by a two-thirds (2/3) vote of the B.O.D. – Dr. Gar Culbert- Political Science

### Finance Committee COP

#### ARTICLE I

#### AUTHORITY AND FUNCTION

These codes shall act as the governing procedures for the Finance Committee of the Associated Students, Incorporated (A.S.I.) of California State University, Los Angeles. It shall be the purpose and function of the Finance Committee to:

- A. Prepare a balanced A.S.I. Annual Budget for approval by both the Board of Directors (B.O.D.) and the University President no less than sixty (60) days prior to the end of the fiscal year

- B. Recommend to the B.O.D., for their approval, policy regarding the fiscal integrity of the A.S.I. for its inclusion into the A.S.I. Administrative Manual.
- C. Act as the first step in a multi-level approval process in requests for appropriation of A.S.I. funds in accordance with these Codes, the A.S.I. Administrative Manual, and the A.S.I. Bylaws.

## ARTICLE II

## MEMBERSHIP AND DUTIES

### Section 1 – Membership

The Finance Committee shall be composed of fourteen (14) voting members and five (5) non-voting members.

- a. A.S.I. Vice President for Finance (V.P.F.)
- b. A.S.I. Vice Chair for Finance (V.C.F.)
- c. A.S.I. President
- d. A.S.I. Vice President for Administration (V.P.A.)
- e. A.S.I. Vice President for Academic Governance (V.P.A.G.)
- f. A.S.I. Vice President for External Affairs and Advancement (V.P.E.A.A.)
- g. A.S.I. Secretary/Treasurer
- h. Three members of the B.O.D. appointed by the A.S.I. President with majority consent of the B.O.D.
- i. Four student members recommended by the A.S.I. Vice President for Finance to the A.S.I. President with a majority consent of the B.O.D. (non – A.S.I. B.O.D.)
- j. A.S.I. Executive Director (non-voting)
- k. A.S.I. Office Manager (non-voting)
- l. A.S.I. Director of Programs and Leadership (non-voting)
- m. University President or designee (non-voting) – **Betty Kennedy - Fiscal Resource and Operations Manager | Office of the Vice President for Student Life,**
- n. University Vice President for Administration and Finance & CFO or Designee (non-voting) – **John Tchong: Direct of Budget Administration**

### Funding Sub-Committee Code of Procedure

## ARTICLE I

## AUTHORITY AND FUNCTION

### Section 1 – Authority

These codes shall act as the governing procedures for the Funding Sub-committee, a sub-committee of the Finance Committee, hereafter referred to as the Funding Committee.

- A. This committee is only granted the Authority for Allocations. This sole authority of taking action on funding proposals is referenced in Article IV, Section 1, of the Finance Committee Code of Procedure - Policy 201.
- B. As is the nature of a sub-committee; the Finance Committee, and ultimately the Board of Directors (B.O.D.), have the power to reverse or change any action, or supplement for any lack of action, taken in this committee.

### Section 2 – Function

It shall be the purpose and function of the Funding Committee to:

- D. Act as the first step in a multi-level approval process in requests for appropriation of Associated Students, Inc. (A.S.I.) funds in accordance with these Codes, the A.S.I. Administrative Manual, and the A.S.I. Bylaws.
- E. Maintain a transparent and efficient funding process for the distribution of A.S.I. funds.

## ARTICLE II

## MEMBERSHIP AND DUTIES

### Section 1 – Membership

The Funding Committee shall be composed of nine (9) voting members and six (6) non-voting members.

- a. A.S.I. Vice Chair for Finance (V.C.F.)
- a. A.S.I. Vice President for Finance (V.P.F.)
- b. A.S.I. President
- c. Campus Affairs Representative
- d. Two members of the B.O.D. appointed by the A.S.I. President with majority consent of the B.O.D.
- e. Three students recommended by the A.S.I. Vice President for Finance to the A.S.I. President with majority consent of the B.O.D. (non – A.S.I. B.O.D.)
- f. A.S.I. Executive Director (non-voting)
- g. A.S.I. Office Manager (non-voting)
- h. University Dean of Students or designee (non-voting) - Pending
- i. Center for Student Involvement (C.S.I.) representative (non-voting) - Pending
- j. CFO of the University or designee (non-voting) - Pending
- k. UAS representative or designee (non-voting) - Pending

### Environmental Policy Committee COP

#### ARTICLE I

#### AUTHORITY AND FUNCTION

This document shall act as the governing procedures for the Environmental Policy Committee of the Associated Students, Incorporated (A.S.I.) of California State University, Los Angeles. It shall be the purpose and function of the Environmental Policy Committee to:

- A. Formulate and encourage the adoption of policies that will make A.S.I.'s internal practices more environmentally sustainable.
- B. Formulate and encourage the adoption of policies that will make the California State University, Los Angeles a more environmentally sustainable campus.
- C. Educate the community with an on-campus emphasis on the topic of environmental sustainability and environmental justice.
- D. Formulate and encourage the adoption of policies that will make the California State University system more environmentally sustainable by working primarily through the California State Student Association.

#### ARTICLE II

#### MEMBERSHIP AND DUTIES

##### Section 1 – Membership

The committee shall be composed of seven (7) voting and four (4) non-voting members.

- A. Environmental Commissioner, who shall serve as chair
- B. Finance Committee appointee
- C. Three (3) elected or appointed members of A.S.I. appointed with a simple majority consent of the Board of Directors (BOD)
- D. Three (3) student members of the student body appointed with a simple majority consent of the BOD
- E. Student Staff from A.S.I. Student Service Center (non-voting)
- F. A.S.I. Programs Coordinator (non-voting)
- G. A.S.I. Executive Director (non-voting)
- H. Director of Facilities Services or designee (non-voting)- Pending

### Legislative Affairs and Advocacy Committee COP

#### ARTICLE I

#### AUTHORITY AND FUNCTION

These codes shall act as the governing procedures for the Legislative Affairs & Advocacy Committee of the Associated Students, Incorporated (A.S.I.) of California State University, Los Angeles. It shall be the purpose and function of the Legislative Affairs & Advocacy Committee to:

Review, research and make recommendations on, but not limited to, legislation emanating from the California State Legislature and United States Congress.

Recommend a list of legislative priorities and recommended action to the Board of Directors (B.O.D.) of A.S.I. for approval by the third regularly scheduled meeting of the year.

Create a plan to manage the legislative agenda and other issues deemed appropriate by the committee chair or the B.O.D.

Elect a vice chair from the committee at the second meeting of the school year. The vice chair may be responsible for taking minutes and shall assume all duties assigned by the chair or committee. The vice chair shall assume the chair position in the absence, resignation, or removal of the chair.

Coordinates all A.S.I.'s Lobby Corps efforts.

Definitions:

- A. General Students will be defined as a non-BOD or Academic Senator.

## **ARTICLE II**

## **MEMBERSHIP AND DUTIES**

### Section 1 – Membership

The Legislative Affairs & Advocacy Committee shall be composed of thirteen (13) voting members and two (2) non-voting members. The following shall constitute the membership of this committee:

- A. A.S.I Vice President of External Affairs and Advancement (V.P.E.A.A.)(chair)
- B. A.S.I. President
- C. Campus Affairs Representative-at-Large
- D. Community Affairs Representative-at-Large
- E. Academic Senator
- F. Three A.S.I. BOD Representatives
- G. Membership is open to five (5) general students as referred to in Article I, Definition A, pending a recommendation from the A.S.I. V.P.E.A.A. and A.S.I. President with majority consent of the B.O.D.
- H. A.S.I. Executive Director or professional staff designee (non-voting)
- I. University President or designee (non-voting) – Pending

### Shared Governance Council COP

## **ARTICLE I** **FUNCTION**

## **AUTHORITY AND**

These codes shall act as the governing procedure Shared Governance Council (SGC) of the Associated Students, Inc. (A.S.I.) of California State University, Los Angeles. It shall be the purpose and Function of the Shared Governance Council to:

- A. Review, research and make recommendations on, but not limited to, Academic and Administrative policy affecting students.
- B. Maintain active communication to the student body regarding but not limited to Academic and Administrative Affairs by creating resolutions, white papers, utilizing media outlets etc.

- C. Work with all appropriate areas in order to ensure that genuine Shared Governance is being upheld between students, faculty, and administration. These areas include but are not limited to: A.S.I College Representatives, Department Chairs, Students, etc.
- D. Create annual assessments for the student success fee and any student fee the council deems appropriate to ensure effective and ethical use of student fees.
- E. Create assessments ascertaining the quality of service offered to students that the council finds appropriate.

**ARTICLE**

**II**

**MEMBERSHIP**

Section 1 - Shared Governance Council membership

- A. Vice President for Academic Governance (VPAG) (chair, non-voting)
- B. A.S.I. Academic Senators (3 Undergraduates, 2 Post-Baccalaureates) (one of which shall be appointed vice-chair at the first or second meeting of the SGC)
- C. Student Representatives appointed by the B.O.D. to all University and Academic Senate Committees and Subcommittees
- D. All official A.S.I. Board members that are required to sit on a University or Academic Senate Committee or Subcommittee
- E. Faculty Appointee (one faculty member selected by the Committee on Committees of the Academic Senate, non-voting committee advisor) - **Pending**
- F. The Provost or the Provost's designee (non-voting committee advisor) - **Pending**

**Cabinet of Academic Senators & Shared Governance Committee COP (AS/SGC)**

**ARTICLE I**

**AUTHORITY AND**

**FUNCTION**

These codes shall act as the governing procedure for the Academic Senators & Shared Governance Council (CAS/SGC) and the steering committees for the office of Academic Governance of the Associated Students, Inc. (A.S.I.) of California State University, Los Angeles. The authority of this committee is established in Article IX, Section 5 of the A.S.I. Bylaws.

**ARTICLE**

**II**

**MEMBERSHIP**

1. Section 1 Cabinet of Academic Senator Membership
2. The membership of the CAS shall include, but not be limited to the following:
  - A. Vice President for Academic Governance (VPAG) ( )
  - B. A.S.I. Academic Senators (3 Undergraduate, 2 Post-Baccalaureates) (one of which shall be elected vice-chair at the first meeting of the CAS/SGC)
  - C. Faculty Appointee (one faculty member selected by the Committee on Committees of the Academic Senate, serving as a non-voting committee advisor) - **Pending**
3. Section 2 Shared Governance Council membership
  - A. Vice President for Academic Governance (VPAG) (chair, voting)
  - B. A.S.I. Academic Senators (3 Undergraduate, 2 Post-Baccalaureates) (one of which shall be elected vice-chair at the first meeting of the CAS/SGC)
  - C. Student Representatives appointed by the B.O.D. to University and Academic Senate Committees and Subcommittees
  - D. Faculty Appointee (one faculty member selected by the Committee on Committees of the Academic Senate, serving as a non-voting committee advisor) - **Pending**
4. Section 3 The Executive Senate Membership
  - A. Vice President for Academic Governance (VPAG) (chair, voting)

- B. A.S.I. Academic Senators (3 Undergraduate, 2 Post-Baccalaureates) (one of which shall be elected vice-chair at the first meeting of the CAS/SGC)
- C. One Shared Governance Council Member(non-ASI BOD)
- D. One ASI Officer or a Shared Governance Councilmember
- E. Faculty Appointee (one faculty member selected by the Committee on Committees of the Academic Senate, serving as a voting member) - Pending
- F. Executive Director
- G. Executive Directors Administrative Assistant(recording secretary)(non-voting)
- H. Director of Programs and Leadership(non-voting)

**Executive Senate and Senate Offices COP**

<u>ARTICLE I</u>	<u>AUTHORITY AND FUNCTION</u>
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These codes shall act as the governing procedure for the Executive Senate (ES) and Senate Offices of the Associated Students, Inc. (A.S.I.) of California State University, Los Angeles. The authority of this committee is to:

- A. Coordinate with all appropriate areas in order to ensure that genuine Shared Governance is being upheld between students, faculty, and administration. These areas include but are not limited to: A.S.I. College Representatives, Department Chairs, Students, etc.
- B. Coordinate the information, programs, projects, and problems to be considered by the Associated Students Shared Governance Council.
- C. Be responsible for the allocation of the Shared Governance funding.
- D. Act on behalf of the S.G.C when the Council cannot be called together to act on an emergency matters. Such actions shall be in accordance with Title 5 of the Administrative Code of the State of California, the Policy and Directives of the Board of Trustees of the California State University, California State University, Los Angeles policies, the articles of Incorporation of A.S.I. and the By-laws

<u>ARTICLE II</u>	<u>MEMBERSHIP</u>
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Section 1 – Membership

The membership of the CAS/SGC shall include, but not be limited to the following:

- A. Vice President for Academic Governance (VPAG) (chair, non-voting)
- B. A.S.I. Academic Senators (3 Undergraduates, 2 Post-Baccalaureates) (one of which shall be appointed vice-chair at the first meeting of the CAS/SGC)
- C. One Shared Governance Council Member (non-ASI BOD)
- D. One A.S.I. Officer or a Shared Governance Councilmember
- E. Faculty Appointee (one faculty member selected by the Committee on Committees of the Academic Senate, voting member) - Pending
- F. Executive Director (non-voting)
- G. Executive Directors Administrative Assistant(recording secretary)(non-voting)
- H. Director of Programs and Leadership(non-voting)

**Strategic Planning Committee COP**

<u>ARTICLE I</u>	<u>AUTHORITY AND FUNCTION</u>
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These codes shall act as the governing procedures for the Strategic Planning Committee (S.P.C.) of the Associated Student, Incorporated (A.S.I.) of California State University, Los Angeles. It shall be the purpose and function of the S.P.C.to:

- A. Serve as a planning committee on behalf of the Associated Students Board of Directors (B.O.D.)



- B. Recommend to the B.O.D., for their approval, policy changes regarding the direction, vision, and purpose of the Associated Students, Inc.

**ARTICLE II**

**MEMBERSHIP AND DUTIES**

Section I – Membership

The Strategic Planning Committee shall be composed of six (6) voting members and four (4) non-voting members.

- A. A.S.I. President or Designee
- B. A.S.I. Vice President for Administration
- C. A.S.I. Vice President for Academic Governance
- D. A.S.I. Vice President for Finance
- E. A.S.I. Secretary / Treasurer
- F. A.S.I. B.O.D. Representative
- G. A.S.I. Executive Director (non-voting)
- H. A.S.I. Assistant Director (recording secretary) (non-voting)
- I. A.S.I. Director of Programs and Leadership (non-voting)
- J. A.S.I. Programs Coordinator (non-voting)
- K. A.S.I. Student Service Center Manager (non-voting)
- L. Faculty Representative from S.P.C. (non-voting) - Pending
- M. Student outside of A.S.I.

Cabinet of College Representative Code of Procedure

**ARTICLE I**

**AUTHORITY AND FUNCTION**

These codes shall act as the governing procedures for the Cabinet of College Representatives Committee of the Associated Students, Incorporated (A.S.I.) of California State University, Los Angeles. The purpose and function of the Cabinet of College Representatives are the following:

Under the direct supervision of the A.S.I. President:

- A. Support college representatives by opening lines of communication and collaboration within the unit.
- B. Strengthen the communication amongst all college representatives by sharing developments, programs, and concerns within each college.
- C. Assess and identify students’ needs and develop strong strategies of addressing their needs on short-term and long-term basis.
- D. Establish inter-collegiate programs or initiatives and collaboratively plan and implement these programs and initiatives.
- E. Review the collective College Representative quarterly allocated budget and make the final decision on how to distribute funds for inter-collegiate events and initiatives. It is understood that based on the financial needs of the organization, all final budget decisions can be revisited quarterly.

**ARTICLE II**

**MEMBERSHIP AND DUTIES**

Section 1 – Membership

The Cabinet of College Representatives Committee shall represent the collective College Representatives body. The Cabinet of College Representatives Committee chair and vice chair shall be a college representative who will be appointed by the Cabinet of College Representatives. The following shall constitute the membership of this committee:

- A. Two A.S.I. College of Arts and Letters Representatives

- B. Two A.S.I. College of Business and Economics Representatives
- C. Two A.S.I. Charter College of Education Representatives
- D. Two A.S.I. College of Engineering, Computer Science, and Technology Representatives
- E. Two A.S.I. College of Health and Human Services Representatives
- F. Two A.S.I. College of Natural and Social Sciences Representatives
- G. A.S.I. President (non-voting)
- H. A.S.I. Programs Coordinator (non-voting)

### Cabinet of Commissioners COP (COC)

#### ARTICLE I

#### AUTHORITY AND FUNCTION

This document shall act as the governing procedure for the Cabinet of Commissioners of the Associated Students, Incorporated (A.S.I.) of California State University, Los Angeles as outlined in the Bylaws Article IX, Section 4. It shall be the purpose and function of the C.O.C. to:

- A. Plan the activities of the administrative units of A.S.I., which include:
  - 1. The A.S.I. Election & New Member Orientation
  - 2. Advocacy & Outreach
  - 3. Public Relations & Marketing
  - 4. Spirit & Pride Initiatives
  - 5. Housing Support Initiatives
  - 6. Veteran Affairs
  
- B. All actions of the C.O.C must be reported to the Board of Directors (B.O.D.). On receiving report of the actions taken, the B.O.D may decide to reconsider the directives of the C.O.C.

#### ARTICLE II

#### MEMBERSHIP AND DUTIES

##### Section 1 – Membership and Duties

The committee shall be composed of seven (7) voting and three (1) non-voting members.

- a. A.S.I. Vice President for Administration (VPA), who serves as chair
- b. A.S.I. Housing Commissioner
- c. A.S.I. Environmental Affairs Commissioner
- d. A.S.I. Public Relations & Marketing Commissioner
- e. Election & Orientation Commissioner
- f. A.S.I. Spirit Commissioner
- g. A.S.I. Veterans Affairs Commissioner
- h. Director of Government Affairs and Leadership Programs or designee(non-voting)