



ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

ADMINISTRATIVE MANUAL
PERSONNEL COMMITTEE
CODE OF PROCEDURE

POLICY 101

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ARTICLE I **AUTHORITY AND FUNCTION**

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

- A. Act on behalf of the Board of Directors B.O.D. in all matters concerning employees of the corporation. Such actions shall be in accordance with Title 5 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 University, the Articles of Incorporation, and the Bylaws.
- B. Make policy recommendations to the B.O.D. on issues pertaining to personnel
- C. Make an annual recommendation to the B.O.D on personnel matters involving any changes in the level of budgetary support.
- D. Serve as the coordinating agency for professional staff evaluations within A.S.I..

ARTICLE II **MEMBERSHIP AND DUTIES**

Section 1 – Membership

The Personnel Committee shall be composed of eight (8) voting and five (5) 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. Director of Government Affairs & Leadership Programs (non-voting)
- J. A.S.I. Office Manager for Administration and Services (recording secretary) (non-voting)
- K. A representative from the University's Office of Human Resources Management (non-voting)
- L. University President or designee (non-voting)

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Section 2 – Quorum

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Quorum shall be defined as fifty-percent (50%) plus one (1) member of the current voting membership of the Personnel Committee. For the purpose of establishing quorum the chair shall be counted towards quorum as a voting member.

Section 3 – Responsibilities of the Chair

- A. The Chair shall vote only in the event of a tie.
- B. The Chair shall present a quarterly recommendation to the Finance Committee on changes in the level of budgetary support to reflect spending trends within A.S.I..
- C. The Chair shall ensure that a written report of any recommendation or action of the Personnel Committee is made at least two (2) days prior to the next meeting of the B.O.D..

Section 4 – Removal of Appointed Members

Any appointed member may be removed from the committee on a recommendation from the Chair to the Board of Directors for more than two (2) consecutive unexcused absences, three (3) unexcused absences, four (4) unexcused tardies, or four (4) unexcused early departures during any one semester.

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Section 5 - Personnel Evaluations

It is the responsibility of the Personnel Committee to facilitate the evaluation of all full-time professional staff. Evaluations shall be consistent with the A.S.I. policy on performance appraisals. The A.S.I. President, Executive Director, Dean of Students, and HR Representative will coordinate and distribute an Appraisal Timeline by the last Personnel Committee meeting of the Fall Semester. The Director of Human Resources Management or designee will assist with any and all personnel related actions involving evaluations, merit awards, and disciplinary actions taken by the committee.

ARTICLE III **ADMINISTRATIVE POLICY**

Section 1 – A.S.I. Personnel Policy

The Personnel Committee shall make recommendations for the modification of the A.S.I. Administrative Manual to the B.O.D. as it relates to A.S.I. Human Resources to ensure compliance with the rules and regulations concerning Student Body Auxiliary funds.

Section 2 – Internal Compliance Review

The Director of Human Resources Management or designee must concur with the Personnel policy recommended by the Finance Committee to determine compliance with requirements for Student Body Auxiliaries.

ARTICLE IV **MEETINGS**

Section 1 – General Meetings

The Personnel Committee shall meet on a bi-weekly basis.

Section 2 – Special and Emergency Meetings

The Personnel Committee may meet on a special and emergency basis. When a special meeting is necessary, the Chair shall call the meeting through a written notice to all members no less than twenty-four (24) hours prior to the meeting. In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, a legislative body may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement, or both. Emergency situations are defined in the Gloria Romero Open Meeting Act of 2000. An emergency meeting may be called by either the Chair, or through a request to the chair by three (3) voting members of the Committee.

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ARTICLE V

AMENDMENTS

Proposed amendments to these codes shall be submitted on a majority of the Personnel Committee to the A.S.I. Committee on Bylaws and Codes of Procedure for their review and approval prior to submitting the proposed changes to the B.O.D. for their 2/3 approval.

Policy History:

~~Approved: January 1967~~
~~Amended: December 1971~~
~~Amended: April 1972~~
~~Amended: June 1977~~
~~Amended: April 1980~~
~~Amended: March 1982~~
~~Amended: April 1982~~
~~Amended: October 1982~~
~~Amended: April 1973~~
~~Amended: November 1988~~
~~Amended: March 1998~~
~~Recodified: May 1999~~
~~Amended: April 2001~~
~~Amended: November 2008~~
~~Amended: February 28, 2013~~
~~Amended: October 8, 2015~~
~~Pending: September 22, 2016~~

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