



ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Approved: May 2005
Amended: February 2009
Amended: Pending

ADMINISTRATIVE MANUAL

STRATEGIC PLANNING COMMITTEE
CODE OF PROCEDURES

POLICY 011

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ARTICLE I

AUTHORITY AND FUNCTION

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 nine (9) voting members and six (6) non-voting members.

- A. A.S.I. Secretary / Treasurer (committee chair)
- B. A.S.I. President
- C. A.S.I. Vice President for Administration
- D. A.S.I. Vice President for Academic Governance
- E. A.S.I. Vice President for Finance
- F. A.S.I. Vice President for External Affairs and Advancement
- G. A.S.I. B.O.D. Representative
- H. A.S.I. Academic Senator
- I. Student outside of A.S.I.
- J. A.S.I. Executive Director (non-voting)
- K. A.S.I. Office Manager of Administrative Services (recording secretary) (non-voting)
- L. A.S.I. Director of Programs and Leadership (non-voting)
- M. A.S.I. Programs Coordinator (non-voting)
- N. A.S.I. Graphic & Marketing Coordinator (non-voting)
- O. Faculty Representative from University S.P.C. (non-voting)

Section 2 – Quorum

Quorum shall be defined as five (5) voting members.



Section 3 – Responsibilities of the S.P.C. Chair,

The A.S.I. Secretary Treasurer, is the permanent chair of the S.P.C.,

Section 4 – Responsibilities of the S.P.C. Chair

- A. The Chair shall set the time and date of meetings, no less than once a quarter/semester.
- B. The Chair shall preside over all S.P.C. meetings, and facilitate discussion.
- C. The Chair shall vote only in the event of a tie.
- D. The Chair shall present any recommendations the S.P.C. makes at the Board Meetings.
- E. The Chair shall be an internal A.S.I. member

Section 5 – A.S.I. Vice Chair for S.P.C.

The role and responsibility of Vice Chair for S.P.C. will be performed by a committee member appointed by the second official meeting of the committee. For A.S.I. Members the time served in this role will count as two of their weekly required service hours.

- A. The V.C. shall be responsible for recording the minutes of the SPC Committee meetings and ensuring that those minutes are entered into the B.O.D. minutes at its next meeting.
- B. The V.C. shall be responsible for photocopying required documentation for the committee to accomplish set goals.
- C. The V.C. shall act in the capacity of the A.S.I. Secretary Treasurer when the Chairperson is absent.

Section 6. – Duties of the Committee

It is the responsibility of the S.P.C. to assist the B.O.D. in directing the Associated Students, Inc. towards their vision. The S.P.C. is responsible but not limited to:

- A. Periodically reassess the mission and vision statement.
- B. Analyze the current environment surrounding A.S.I.
- C. Create, reevaluate, and modify the short-term and long-term plan as necessary.
- D. Recommend goals, based upon the above strategic plans, to the B.O.D.

ARTICLE III

MEETINGS

Section 1 – General Meetings

The S.P.C. shall meet at least twice a quarter/semester. The meeting's agenda shall be posted and distributed a week in advance.

Section 2 – Emergency Meetings

The S.P.C. shall also meet on an as-need basis. Notice of this meeting and the agenda must be given five (5) full days prior to the meeting's scheduled time. 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

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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.

ARTICLE IV

AMENDMENTS

Proposed amendments to these codes shall be submitted on an absolute majority of the Strategic Planning Committee to the A.S.I. Sub-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.

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