

ASSOCIATED STUDENTS, INCORPORATED

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

**ADMINISTRATIVE MANUAL** 

# STRATEGIC PLANNING COMMITTEE CODE OF PROCEDURES

Policy 011

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 (ASI) 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 (BOD)
- B. Recommend to the <u>ROD</u>, 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 eleven (11) voting members and six (6) non-voting members.

- A. ASL Secretary / Treasurer (committee chair)
- B. ASI President
- C. ASI Vice President for Administration
- D. ASI Vice President for Academic Governance
- E. ASI Vice President for Finance
- F. ASI Vice President for External Affairs and Advancement
- G. Three (3) members of the BOD appointed by the ASI President with a simple majority consent of the BOD.
- H. ASI Academic Senator
- I. Cal State LA Student at Larger
- J. ASI Executive Director (non-voting)
- K. ASI Office Manager of Administrative Services (recording secretary) (non-voting)
- L. Faculty Representative from University S.P.C. (non-voting)



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Deleted: our Section 2 - Quorum Deleted: 4 Formatted: Font: Century Gothic Quorum shall be defined as five (5) voting members. Formatted: Font: Century Gothic Section 3 – Responsibilities of the S.P.C. Chair, Deleted: ¶ Deleted: Election ... esponsibilities of the S.P.C. Chair of The A.S.I. Secretary Treasurer is the permanent chair of the S.P.C. S.P.C. Chair Formatted: Font: Century Gothic Section 4 - Responsibilities of the S.P.C. Chair Deleted: President A. The Chair shall set the time and date of meetings, no less than once a Formatted: Font: Century Gothic quarter/semester. Deleted: shall chair the first S.P.C. meeting of the term. B. The Chair shall preside over all S.P.C. meetings, and facilitate discussion. At that meeting,...s the a C. The Chair shall vote only in the event of a tie. Formatted: Font: Century Gothic D. The Chair shall present any recommendations the S.P.C. makes at the Board Meetings. **Deleted:** shall be nominated and appointed by a Formatted: Font: Century Gothic Section 5 - ASL Vice Chair for S.P.C. Formatted: Font: Century Gothic The role and responsibility of Vice Chair for S.PC. will be performed by a committee member **Formatted** appointed by the second official meeting of the committee. For ASI Members the time served Deleted: ¶ in this role will count as two of their weekly required service hours. Formatted: Font: Century Gothic The V.C. shall be responsible for recording the minutes of the SPC Committee meetings Formatted: Font: Century Gothic and ensuring that those minutes are entered into the BOD minutes at its next meeting The V.C. shall be responsible for photocopying required documentation for the Deleted: committee to accomplish set goals. Deleted: The V.C. shall act in the capacity of the ASI Secretary Treasurer when the Chairperson is Deleted: absent. Deleted: A.S.I. Formatted: Font: Century Gothic Section 6 - Duties of the Committee Deleted: 5 Formatted: Font: Century Gothic It is the responsibility of the S.P.C.to assist the BQD in directing the Associated Students, Inc. Deleted: towards their vision. The S.P.C. is responsible but not limited to: **Deleted:** following is a partial list of tasks for which the A. Periodically reassess the mission and vision statement. Formatted: Font: Century Gothic B. Analyze the current environment surrounding ASI. Deleted: C. Create, reevaluate, and modify the short-term and long-term plan as necessary. Deleted: D. Recommend goals, based upon the above strategic plans, to the BOD. **Formatted** Deleted: ¶ MEETINGS, ARTICLE III



Section 1 - General Meetings

\*...For the Students, by the Students

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Associated Students, Inc. Strategic Planning Committee Codes of Procedures Policy 011

- A. The S.P.C. shall meet at least twice a semester. The meeting's agenda shall be posted and distributed a week in advance.
- B. ASI Staff will attend at least one meeting a semester to present how their efforts are supporting the achievement of the ASI Strategic Plan (i.e. survey and evaluation results from retreat, trainings, events, etc.),

## 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 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 ASL Sub-Committee on Bylaws and Codes of Procedure for their review and approval prior to submitting the proposed changes to the BOD for their 2/3 approval.

#### Policy History:

Approved:	<u>May 2005</u>
Amended:	February 2009
Pending:	October 19, 2017

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