



ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Approved: May 2005
Amended: February 2009

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 (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)
- M. Student outside of A.S.I.

Section 2 – Quorum

Quorum shall be defined as four (4) voting members.

Section 3 – Election of S.P.C. Chair

The A.S.I. President shall chair the first S.P.C. meeting of the term. At that meeting, a permanent chair shall be nominated and appointed by a majority. Any voting member is eligible to fulfill the position of chair.

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.
- 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.

Section 5 – 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 following is a partial list of tasks for which the committee is responsible.

- 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 on a quarterly basis. 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.

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.