



ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

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ADMINISTRATIVE MANUAL

Cabinet of Commissioners Policy 017
Code of Procedure

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.~~ 1. The A.S.I. Elections
 - ~~2.~~ 2. Advocacy & Outreach
 - ~~3.~~ 3. Public Relations & Marketing
 - ~~4.~~ 4. Spirit & Pride Initiatives
 - ~~5.~~ 5. Housing Support Initiatives
 - ~~6.~~ 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~~6) voting and three (3) 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.~~ D. A.S.I. Public Relations & Marketing Commissioner
- ~~D-E.~~ E. Elections & Orientation Commissioner
- ~~E-F.~~ F. A.S.I. Spirit Commissioner



- F.G. _____ A.S.I. Veterans Affairs Commissioner
- G.H. _____ Director of Programs and Leadership ~~or designee~~ (non-voting)
- ~~_____ Program Coordinator (non-voting)~~
- ~~_____ Program Advisor (non-voting)~~

Section 2 – Quorum

Quorum shall be defined as a simple majority (50% + 1) of the voting membership of the C.O.C. For the purposes of establishing quorum, the chair shall be counted among the voting membership.

Section 3 – Responsibilities of the Chair

- a. The chair shall vote only in the event of a tie.
- b. The chair shall report on behalf of the Cabinet at the biweekly B.O.D. Meetings.
- c. The chair shall ensure that a written report of any recommendation or action of the C.O.C. is made at least three (3) days prior to the next meeting of the B.O.D.
- d. The chair shall appoint a vice chair from the committee.

Section 4 - Responsibilities of the Vice Chair

- a. The vice chair shall assume the responsibilities of the chair in the chair's absence.
- b. The vice chair shall record meeting minutes.
- c. The vice chair shall assist in the responsibilities of the chair.

Section 5 – Commissioner Responsibilities

- A. Reports:
 - ~~i. 1.~~ Provide a written report of all activities during the bi-weekly C.O.C. meetings.
 - ~~ii. 2.~~ Provide a quarterly written report of all activities by the 7th week of the quarter to the VPA.
- B. Meetings:
 - ~~i. 1.~~ Meet with the VPA on an as needed basis to discuss upcoming campus-wide and A.S.I. programming.
 - ~~ii. 2.~~ Serve on the C.O.C., which has bi-weekly meetings; schedule determined by the VPA.
 - ~~iii. 3.~~ Assist in campus-wide Homecoming Planning Committee meetings.
 - ~~iv. 4.~~ Act as a representative for A.S.I. in co-sponsored event planning meetings.
 - ~~v. 5.~~ Attend at least one (1) B.O.D. meeting.
 - ~~vi. 6.~~ One commissioner will serve on the Finance Committee upon a recommendation of the VPA to the VPF.



C. Specific Duties:

- a. ~~Commissioners shall satisfy the following minimum of 7 hours of specific duties per bi-weekly~~
- b. ~~In addition to the above requirement commissioners shall be responsible for a minimum of two (2) office hours per week to be held in the A.S.I. office.~~
 - i. ~~Office hours must be scheduled with the A.S.I. Secretary/Treasurer during the first week of each quarter. Any change in these office hours is to be reported to the Secretary/Treasurer immediately.~~
- c. ~~1.~~—Assist with the A.S.I. Homecoming event and the A.S.I. Elections.
- d. ~~2.~~—Support, participate, and contribute to all other programs and functions under the VPA.
- e. ~~3.~~—Attend appropriate University Programming Committee meetings.
- f. ~~4.~~—Support, participate, and contribute to programs and functions initiated by college representatives.

D. Service:

- ~~1.~~—The Commissioners shall be responsible for fulfilling a minimum of ~~eight-two (28)~~ hours of service to the university community on behalf of the Associated Students, Inc. per week beyond attendance at required meetings.
- ~~2.~~ ~~In addition to the requirement above, Commissioners shall be responsible for a minimum of two (2) office hours to be held in the A.S.I. offices.~~
- ~~3.~~ ~~Office hours must be scheduled with the A.S.I. Secretary/Treasurer during the first week of each quarter.~~
- ~~1.~~ ~~4.~~ ~~Any change in these office hours is to be reported to the Secretary/Treasurer immediately.~~

E. Eligibility:

- 1. Commissioners must meet all eligibility requirements to serve in A.S.I. activities.

Section 6 – Specific Duties:

A. Spirit Commissioner

- 1. Under the direction of the VPA, work with A.S.I.'s Director of Programs and Leadership and Programs Coordinator to create a strategic marketing plan for building school spirit, promoting A.S.I. events, and recruiting members of the Screaming Eagles.
- 2. Recruit and develop Screaming Eagles programs and activities.
- 3. Organize and maintain school spirit initiatives and programs.
- 4. Initiate crowd participation at school athletic events.
- 5. Develop and implement a schedule of spirit programs for the academic year to be approved by the C.O.C. and the B.O.D.
- 6. Chair the Homecoming Committee and assist with the A.S.I. General Election.

B. Housing Commissioner



1. Must be a resident in housing for the duration the time of service and be in good standings with housing. (Bylaws Committee recommends that the current student can remain in the position as long as all expectations and duties are satisfied.)
2. Act as the liaison between A.S.I. and Housing Services.
- ~~2.~~3. Under the direction of the VPA, work with the A.S.I. Director of Programs and Leadership and Programs Coordinator to create a strategic marketing plan for building school spirit, promoting A.S.I. events, and recruiting residents to get involved in A.S.I.
4. Attend all University Residence Hall Council Association (URHAC) meetings and report to the VPA.
- ~~5.~~ 4. Attend Resident Advisor (RA) staff meetings on a monthly basis to get and give feedback on any pertinent issues.
- ~~6.~~ 5. Plan, implement, direct, and attend A.S.I. funded events in student housing.
- ~~7.~~ 6. Schedule periodic A.S.I. B.O.D. meetings in Housing (at least one meeting a quarter).
- ~~8.~~ 7. Monthly communication with the Assistant Director of Housing or designee.
- ~~9.~~ 8. Act as direct contact with Housing Services on all program co-sponsorship requests.
- ~~10.~~ 9. Act as a facilitator for Homecoming programming within A.S.I.

C. The Public Relations & Marketing Commissioner shall:

1. Notify the CSULA community and student organizations of all A.S.I. events.
2. Ensure the implementation of the A.S.I. Marketing and Distribution Plan with the support of A.S.I. Staff
3. Work with established collaborations (e.g. University Public Relations, UT, the CSULA Marketing Club, and the Department of Communication).
4. Coordinate the Eagle Eye Newsletter committee.
5. Be aware of campus policies, sources of information, and media outlets (e.g. electronic marquees and kiosks, the Housing Channel, and online social media communities).
6. Assist with the coordination of the A.S.I. Marketing and Branding committee.
7. Act as a facilitator for Homecoming programming promotion within A.S.I.
8. Support, participate, and contribute to all other programs and functions under the Vice President for Administration and Cabinet of Commissioners.

D. The Elections & Orientation Commissioner shall:

1. Notify the CSULA community and student organizations of all A.S.I. events and A.S.I. General Election procedures.
2. Be aware of previous elections and review the documents.
3. Serve on the Bylaws and Codes of Procedure Subcommittee as a voting member.
4. Be responsible for all functions of elections as stated in the Elections Code of Procedures.
5. Facilitate regularly scheduled meetings for the election process starting in October.
6. Ensure the implementation of the A.S.I. Marketing and Distribution Plan with the support of A.S.I. Staff

—Public Relations & Elections Commissioner



- ~~— Notify student organizations of all A.S.I. events and procedures, and organize the A.S.I. Elections.~~
- ~~— Under the direction of the VPA, work with A.S.I.'s Director of Programs and Leadership and Programs Coordinator to develop a strategic marketing and distribution plan for promoting all A.S.I. events to the Cal State L.A. community.~~
- ~~— Serve on the Bylaws and Codes of Procedure Subcommittee as a voting member.~~
- ~~4. For the A.S.I. Elections, work directly with the Director of the Center for Student Involvement (C.S.I.) with the support of the A.S.I.'s Programs Coordinator to create a strategic marketing plan for promoting A.S.I. Elections and recruiting students to run for Student Government positions.~~
- ~~5. Assist C.S.I. in notifying student organizations of A.S.I. Elections and inform them of available offices (during elections period).~~
- ~~6. Assist the Housing Commissioner in publicizing election materials in student housing and around campus.~~
- ~~7. Be familiar with campus policies and sources of information.~~
- ~~8. Appoint four (4) commission members in accordance with the Elections Committee Code of Procedure.~~
- ~~9. Be familiar with of previous elections and review relevant documents.~~
- ~~10. Be responsible for executing the elections as stated in the Elections Committee Code of Procedure.~~
- ~~11. Notify the student population about applying to certain open positions and marketing the A.S.I. General Election held yearly in May.~~
- ~~12. Facilitate regularly scheduled meetings for the election process starting in October.~~
- ~~13. Act as a facilitator for the A.S.I. Homecoming program.~~
- ~~14. Support, participate, and contribute to all other programs and functions under the VPA and C.O.C.~~
- ~~15. Chair the marketing committee.~~
- ~~16. Work with the marketing committee to create a yearly review on programming conducted by A.S.I.~~

~~E.E.~~ Environmental Affairs Commissioner

1. Work with the A.S.I. Director of Programs and Leadership and the A.S.I. Programs Coordinator to create a strategic marketing plan for promoting A.S.I. events focusing on environmental issues.
2. Organize programs that create awareness of environmental issues.
3. Meet with the VPA on an as needed basis to plan events and discuss environmental issues on campus and within the CSU community.
4. Chair the Environmental Affairs Committee
5. Serve on and recruit for the Campus Recycling Committee (CRC) and any other committee pertaining to environmental issues.
6. Act as liaison between the campus community and the CSU community at large in terms of advocacy for environmental issues.



7. Implement and continue a recycling program in Housing.

D.E. Veterans Affairs Commissioner

1. Act as the liaison between A.S.I. and the Office of Veterans Affairs.
2. Under the direction of the VPA, work with the A.S.I. Director of Programs and Leadership and Programs to create a strategic marketing plan for building student veteran affairs awareness, promoting A.S.I. events, and recruiting student veterans to get involved in A.S.I.
3. Attend the Veterans Advisory Task Force meetings on a monthly basis to get and give feedback on any pertinent issues.
4. Assist in planning, implementing, directing, and attending A.S.I. funded events.
5. Monthly communication with the Veterans Affairs Coordinator.
6. Act as direct contact with the Office of Enrollment Services and Veteran Affairs on all program co-sponsorship requests.
7. Act as a facilitator for programming within A.S.I.

Section 5 – Removal of Members

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

ARTICLE III

MEETINGS

Section 1 – General Meetings

The C.O.C. shall meet on a biweekly basis each quarter.

ARTICLE IV

AMENDMENTS

Proposed amendments to these procedures shall be submitted on a majority vote of the C.O.C. to the Bylaws and Codes of Procedure Subcommittee for their review and approval, followed by submission of the proposed changes to the B.O.D. for their two-thirds (2/3) approval.

