



ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS
ANGELES

ADMINISTRATIVE MANUAL

Cabinet of Commissioners Code of Procedure

Policy 017

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. The A.S.I. Election & New Member Orientation
 - 2. Advocacy & Outreach
 - 3. Public Relations & Marketing
 - 4. Spirit & Pride Initiatives
 - 5. Housing Support Initiatives
 - 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) voting and three (1) 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. A.S.I. Public Relations & Marketing Commissioner
- E. Election & Orientation Commissioner
- F. A.S.I. Spirit Commissioner
- G. A.S.I. Veterans Affairs Commissioner
- H. Director of Government Affairs and Leadership Programs or designee(non-voting)



“...For the Students, by the Students”



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. Provide a written report of all activities during the bi-weekly C.O.C. meetings.
 - ii. Provide a written report of all activities by the 7th week of the semester to the VPA.
- B. Meetings:
 - i. Meet with the VPA on an as needed basis to discuss upcoming campus-wide and A.S.I. programming.
 - ii. Serve on the C.O.C., which has bi-weekly meetings; schedule determined by the VPA.
 - iii. Assist in campus-wide Homecoming Planning Committee meetings.
 - iv. Act as a representative for A.S.I. in co-sponsored event planning meetings.
 - v. Attend at least one (1) B.O.D. meeting.
 - vi. One commissioner will serve on the Finance Committee upon a recommendation of the VPA to the VPF.
- C. Specific Duties:
 - a. Commissioners shall satisfy a 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 semester. Any change in these office hours is to be reported to the Secretary/Treasurer immediately.



- c. Assist with A.S.I. events and the A.S.I. Election.
- d. Support, participate, and contribute to all other programs and functions under the VPA.
- e. Attend appropriate University Programming Committee meetings.
- f. 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 two (2) hours of service to the university community on behalf of A.S.I. per week beyond attendance at required meetings.

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. Staff to create a strategic marketing plan for building school spirit, promoting A.S.I. events, and recruiting members of the Screaming Eagles.
- 2. Support the recruitment of Screaming Eagles participants and assist in the development of their 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. Sit on University Spirit and Pride Initiatives Committees and assist with the A.S.I. General Election.

B. Housing Commissioner

- 1. Must be a resident in, and in good standing with, Housing Services for the duration the time of service.
- 2. Act as the liaison between A.S.I. and Housing Services.
- 3. Under the direction of the VPA, work with the A.S.I. Staff 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 Association (URHA) meetings and report to the VPA.
- 5. Plan, implement, direct, and attend A.S.I. funded events in student housing.
- 6. Schedule, with the A.S.I. Executive Director and A.S.I. President, periodic A.S.I. B.O.D. meetings in Housing (at least one meeting a semester).
- 7. Monthly communication with the Assistant Director of Housing Services or designee.
- 8. Act as direct contact with Housing Services on all program co-sponsorship requests.
- 9. Act as a facilitator for housing resident programming within A.S.I.

C. The Public Relations & Marketing Commissioner shall:



1. Notify the Cal State LA 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 collaborators (e.g. University Public Relations, University Times).
 4. 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).
 5. Assist with the coordination of the A.S.I. Marketing and Branding committee.
 6. Act as a facilitator for A.S.I. programming promotion.
 7. Support, participate, and contribute to all other programs and functions under the VPA and Cabinet of Commissioners.
- D. The Election & Orientation Commissioner shall:
1. Notify the Cal State LA 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 Election 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.
 7. Manage and perform new member orientation in conjunction with the A.S.I. Secretary/Treasurer.
- E. Environmental Affairs Commissioner
1. Work with A.S.I. Staff 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 Cal State LA Campus Sustainability Committee 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.
- F. Veterans Affairs Commissioner
1. Act as the liaison between A.S.I. and the Cal State LA veteran population, including, but not limited to, student veteran organizations, veteran honor societies, and the Cal State LA Veterans Resource Center.
 2. Under the direction of the VPA, work with the A.S.I. Staff 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 campus wide committee meeting 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 Director of the Veterans Resource Center.
 6. Act as direct contact with the Veterans Resource Center on all program co-sponsorship requests.
 7. Act as a facilitator for programming within A.S.I.
 8. Will be a voice for student veterans and be a representative for student veteran advocacy.

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 semester.

ARTICLE III MEETINGS

Section 1 – General Meetings

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

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.

Policy History

Date Approved: 5/10

Date Revised: 7/11

Date Revised: 04/13/17



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