

# GIA Award Process

Updated GIA Award Process for 2017-18

1. 2017-18 ASI members will receive a GIA on a new cycle of once a month distributions.
2. Based on the current BOD COP ASI members will be required to meet the following expectations:

## Section 3 – Board of Directors Responsibilities

### A. Reports

1. Bi-weekly report
  - a. All directors shall submit a report to the A.S.I. Secretary/Treasurer and the A.S.I. President that details the times, dates, places and description of all A.S.I.-related activities to be counted for service hours.
  - b. Bi-weekly reports are due by noon on the Wednesday before each B.O.D. meeting
2. State of Affairs
  - a. All directors shall submit a report to the A.S.I. Secretary/Treasurer and the A.S.I. President on the state of affairs of the Associated Students, Incorporated.
  - b. State of Affairs reports are due by noon on the Thursday of the tenth (10) week of the semester.

### B. Meetings

All directors are required to attend committee meetings that they have been appointed onto.

1. All directors shall be a member of at least one (1) of the A.S.I. standing committees. If no A.S.I. standing committees have vacancies, then attendance at a chosen standing committee meeting is sufficient to fulfill the requirement.
2. All directors shall be a member of at least one (1) of the Academic Senate or university committees.

### C. Specific Duties

1. Each B.O.D. member shall be responsible for carrying out the duties specified in the A.S.I. Bylaws.
2. In addition to the above requirement, B.O.D. members shall be responsible for a minimum of two (2) office hours per week to be held in the A.S.I. office.
  - a. Office hours must be scheduled with the A.S.I. Secretary/Treasurer during the first week of each semester during the director's term of office.
  - b. Any change in these office hours is to be reported to the A.S.I. Secretary/Treasurer immediately.
3. Each director shall actively seek out the opinions, needs, and desires of constituents, and organizations within his/her constituency.

**Commented [W11]:** Clarify Office Hour requirements for A.S.I. members (i.e. Chief Justice,

4. Each director shall present to the B.O.D. for consideration such measures as might serve to resolve any and all student-related problems faced by his/her constituency.
5. Each director shall ensure that all necessary activities and policies are initiated and carried out for the student body at large.
6. Each A.S.I. member shall satisfy the following minimum hours of specific duties per position:
  - a. President, VPA, VPAG, VPF, VPEAA = 12 hours
  - b. Secretary Treasurer = 10 hours
  - c. B.O.D. & Vice Chair for Finance = 8 hours
  - d. Chief Justice, Academic Senator = 8 hours
  - e. Commissioners = 7 hours
  - f. Associate Justice = 4 hours

#### D. Service

1. Each director shall be responsible for fulfilling a minimum number of service hours to the university community on behalf of the A.S.I. per week beyond attendance at required meetings.
2. Each A.S.I. member shall satisfy the following minimum hours of Service Hours per position:
  - a. President = 2 hours
  - b. VPA, VPAG, VPF, VPEAA = 3 hours
  - c. Secretary Treasurer = 4 hours
  - d. B.O.D. and Chief Justice, = 6 hours
  - e. Academic Senator = 4 hours
  - f. Associate Justice & Commissioners = 2 hours

**Commented [W12]:** Provide more clarification in writing how to satisfy Service Hours.

#### E. Eligibility.

1. Any B.O.D. member who wishes to take a semester off from classes must submit a written statement of intent to the Executive Director no later than the drop deadline for that semester. During their semester off, board members must not be registered for any classes at this university.
3. If an ASI member does not meet the expectations set within the COP they will be referred to Executive Committee for administrative review.

#### New GIA Process of Reward and Accountability

1. A.S.I. Members will be awarded a standard service award for their election or appointment into ASI as long as they satisfy eligibility requirements.
2. Based on a monthly performance assessment approved by an ASI members Direct Report, ASI members will be eligible for above and beyond incentive awards only if they have satisfied all of their basic responsibilities.