



ASSOCIATED STUDENTS, INCORPORATED  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

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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 (COC) of the Associated Students, Incorporated (ASI) of California State University, Los Angeles as outlined in the Bylaws Article IX, Section 4. It shall be the purpose and function of the COC to:

- A. Plan the activities of the administrative units of ASI, which include:
  - 1. The ASI 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 COC must be reported to the Board of Directors (BOD). On receiving report of the actions taken, the BOD may decide to reconsider the directives of the COC

ARTICLE II MEMBERSHIP AND DUTIES

Section 1 - Membership and Duties

The committee shall be composed of seven (7) voting and one (1) non-voting members.

- A. ASI Vice President for Administration (VPA), who serves as Chair
- ~~B. ASI Housing Commissioner~~
- ~~C. ASI Environmental Affairs Commissioner~~
- ~~D. ASI Public Relations & Marketing Commissioner~~
- ~~E. ASI Election & Orientation Commissioner~~



- ~~F.~~ ASI Spirit Commissioner
- ~~F.~~ ASI Housing and Residence Life, Veterans Affairs, Commissioner, Representative
- G. Veterans Affairs Representative
- H. ASI Director of Government Affairs ~~and~~ & Leadership Programs or designee (non-voting)

Section 2 – Quorum

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

Section 3 – Responsibilities of the Chair

- a. The Cchair shall vote only in the event of a tie.
- b. The Cchair shall report on behalf of the Cabinet at the bi-weekly ~~B-O-D-BOD m~~Meetings.
- c. The Cchair shall ensure that a written report of any recommendation or action of the ~~C-O-C-COC~~ is made at least three (3) days prior to the next meeting of the ~~B-O-D-BOD~~.
- d. The Cchair shall appoint a ~~V~~ice Cchair from the committee.

Section 4 - Responsibilities of the Vice Chair

- a. The ~~V~~ice Cchair shall assume the responsibilities of the Cchair in the Cchair's absence.
- b. The ~~V~~ice Cchair shall record meeting minutes.
- c. The ~~V~~ice Cchair shall assist in the responsibilities of the Cchair.

Section 5 – Commissioner Responsibilities

- A. Reports:
  - i. Provide a written report of all activities during the bi-weekly ~~C-O-C-COC~~ meetings.
  - ii. Provide a written report of all activities by the 7th week of the semester to the ~~VPA-VPA~~.
- B. Meetings:
  - i. Meet with the ~~VPA-VPA~~ on an as needed basis to discuss upcoming campus-wide and ~~ASI~~ programming.
  - ii. Serve on the ~~C-O-C-COC~~, which has bi-weekly meetings; schedule determined by the ~~VPA-VPA~~.
  - iii. Assist in campus-wide Homecoming ~~Planning-planning Committee~~ meetings.
  - iv. Act as a representative for ~~ASI~~ in co-sponsored event planning meetings.
  - v. Attend at least one (1) ~~B-O-D-BOD~~ meeting.



- vi. One Commissioner will serve on the Finance Committee upon a recommendation of the VPAVPA to the ASI Vice President for FinanceVPF.

C. Specific Duties:

- a. Commissioners shall satisfy a minimum of eight (87) 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 AS+ASI Office.
  - i. Office hours must be scheduled with the AS+ASI 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 AS+ASI events and the AS+ASI General Election.
- d. Support, participate, and contribute to all other programs and functions under the VPA-VPA
- e. Attend appropriate University programming committee meetings.
- f. Support, participate, and contribute to programs and functions initiated by College Representatives.

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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 AS+ASI per week beyond attendance at required meetings.

E. Eligibility:

- 1. Commissioners must meet all eligibility requirements to serve in AS+ASI activities.

Section 6 – Specific Duties:

A. Spirit Commissioner

- 1. Under the direction of the VPAVPA, work with AS+ASI Staff to create a strategic marketing plan for building school spirit and, promoting AS+ASI events, and recruiting members of the Screaming Eagles.
- 2. Support the recruitment of volunteers for the Screaming Eagles program 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-COC and reported to the B-O-D-BOD
- 6. Sit on University spirit and Athletics collaborationPride Initiatives committees, 7 and assist with and support the AS+ASI General Election.
- 8. Meet monthly with the Assistant Director of Athletics to ensure communication and collaboration between ASI and Athletics.



B.

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.~~
0. ~~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.~~
0. ~~Attend all University Residence Hall Association (URHA) meetings and report to the VPA.~~
0. ~~Plan, implement, direct, and attend A.S.I. funded events in student housing.~~
0. ~~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).~~
0. ~~Monthly communication with the Assistant Director of Housing Services or designee.~~
0. ~~Act as direct contact with Housing Services on all program co-sponsorship requests.~~
0. ~~Act as a facilitator for housing resident programming within A.S.I.~~

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K. The Public Relations & Marketing Commissioner shall:

1. Notify the Cal State LA community and student organizations of all A.S.I./ASI events.
2. Ensure the implementation of the an A.S.I./ASI Marketing and Distribution Plan with the support of A.S.I./ASI Staff.
3. Work with established collaborators (e.g. University Public Relations Office of Communications and Public Affairs, Cal State LA Social Media Group, and the 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./ASI Marketing and Branding Ccommittee.
6. Act as a facilitator for A.S.I./ASI programming promotion.
7. Support, participate, and contribute to all other programs and functions under the VPA/VPA and Cabinet of Commissioners.

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L.C. The Election & Orientation Commissioner shall:

1. Notify the Cal State LA community including Housing and Residence Life and student organizations, of all A.S.I. events and A.S.I./ASI General Election procedures and events.
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.

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6. Ensure the implementation of ~~the an A.S.I. ASI General Election Marketing and Distribution~~ Plan with the support of ~~A.S.I. ASI~~ Staff.
7. Manage and perform ~~New M~~ember ~~O~~rientation in conjunction with the ~~A.S.I. ASI~~ Secretary/Treasurer.

~~M.D.~~ Environmental Affairs Commissioner

1. Work with ~~A.S.I. ASI~~ Staff to create a strategic marketing plan for promoting ~~A.S.I. ASI events initiatives~~ focusing on environmental issues.
2. Organize programs that create awareness of environmental issues.
3. Meet with the ~~VPAVPA~~ 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.

E. Housing and Residence Life Representative\*

1. Functions as ASI's direct contact with Housing and Residence Life.
2. Represents the interests of Housing and Residence Life to the COC
3. Invests at least ten (10) hours biweekly to Housing and Residence Life service/and support and promotes student involvement and shared governance opportunities to fellow residents.
4. Assists in the planning, execution, and assessment of (ASI funded) Housing and Residence Life events.
5. Is responsible for monthly communication with the Assistant Director of Housing and Residence Life, and/or designee.
6. Promotes student involvement and shared governance opportunities to fellow residents.
7. Attends all Residence Hall Association (R.H.A.) meetings.
8. Attends all mandatory ASI Cabinet of Commissioner meetings.
9. Attend at least one (1) BOD meeting.
10. Is a current housing resident in good standing.

~~N. F.~~ Veterans Affairs ~~Commissioner~~ Representative\*

1. Functions as ASI's direct contact with the Veterans Resource Center.
2. Represents the interests of student veterans to the COC

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3. ~~Invests at least ten (10) hours biweekly to student veteran service/and support and promotes student involvement and shared governance opportunities to fellow student veterans.~~
4. ~~Assists in the planning, execution, and assessment of (ASI funded) student veteran events.~~
5. ~~Is responsible for monthly communication with the Director of the Veterans Resource Center and/or designee.~~
6. ~~Promotes student involvement and shared governance opportunities to fellow student veterans.~~
7. ~~Attends all mandatory ASI Cabinet of Commissioner meetings.~~
8. ~~Regularly attends Veterans Resource Center meetings.~~
9. ~~Attend at least one (1) BOD meeting.~~
10. ~~Is a student veteran in good standing.~~
  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.~~

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- \* ~~Representatives to the COC must meet ASI Basic Eligibility Requirements to serve on the Cabinet and qualify for the approve Grant-in-aid (stipend outlined in policy).~~
- \* ~~Representatives will submit a report of work completed with the signature of the Area Staff member based on the (current report submission schedule outlined in policy).~~
- \* ~~Selection of the Representatives shall be managed by the respective areas and department leadership according to their own internal processes. Selection of a representative for the next academic year must be completed by the last BOD of the spring semester.~~

**Commented [A1]:** This policy is under review but currently payment is on the 5<sup>th</sup>, 10<sup>th</sup>, and 15<sup>th</sup> weeks. The total allotment of \$1,500 is being recommended. See attached breakdown.

**Commented [A2]:** This policy is under review but currently reports are submitted on a biweekly frequency.

**Commented [A3]:** The VPA and Executive Director will be working with the staff in each respective area to document the appointment process on their end and inform ASI.

**Commented [A4]:** All other appointments are determined by the next administration.

Section 5 – Removal of Members



Any member of the ~~C-O-C-COC~~ may be removed from the committee on a recommendation from the Chair to the ~~B-O-D-BOD~~ 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-COC~~ 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-COC~~ 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-BOD~~ for their two-thirds (2/3) approval.

Policy History

Date Approved: 05/2010  
Date Revised: 07/2011  
Date Revised: 04/13/2017  
Date Revised: TBD

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