

Chief of Staff Restructure Proposal

The following are recommendations to change the Secretary Treasurer title and responsibilities in the following key policies.

Summary: The Chief of Staff is an appointed position and maintains the quality of the organization by assisting the President in holding individuals accountable and aligning practices to policy

ASI Bylaws – Policy 001

ARTICLE III DIRECTORS, QUALIFICATIONS, AND TERM OF OFFICE

Section 1. The Board of Directors (BOD) shall manage the affairs of this corporation in accordance with Articles VI and VII of these Bylaws.

- Clause 1. The Board of Directors shall consist of the following directors elected by the members of this corporation, as specified in Article IV of these Bylaws.
- A. ASI President
 - B. ASI Vice President for Administration (VPA)
 - C. ASI Vice President for Finance (VPF)
 - D. ASI Vice President for Academic Governance (VPAG)
 - E. ASI Vice President for External Affairs and Advancement (VPEAA)
 - F. ASI ~~Chief of Staff~~
 - G. ASI Diversity and Inclusion Officer – Representative-at-Large
 - H. ASI Civic Engagement Officer – Representative-at-Large
 - I. Two (2) College of Arts & Letters Representatives
 - J. Two (2) College of Business & Economics Representatives
 - K. Two (2) Charter College of Education Representatives
 - L. Two (2) College of Engineering, Computer Science, & Technology Representatives
 - M. Two (2) Rongxiang Xu College of Health & Human Services Representatives
 - N. Two (2) College of Natural & Social Sciences Representatives

Deleted: Secretary/Treasurer

ARTICLE VIII OFFICERS

Section 7. Responsibilities of the ASI ~~Chief of Staff~~.
The ~~Chief of Staff~~ shall:

- A. ~~Process Grant-In-Aid requests with the input of the President, VPA, VPF, VPAG, VPEAA and Chief Justice in their roles as delineated earlier in these codes.~~
- B. Keep official record of the attendance of ASI members for all official required committee meetings to ensure accountability of ASI members.
- C. Be a member of the Board of Directors, ~~Executive,~~ and ~~Strategic Planning~~ Committees.
- D. ~~Shall assume the leadership and responsibilities as stated in Article IX, Section 9 of the Associated Students, Inc. Bylaws and appropriate Code of Procedure.~~
- E. Have such other powers and have such other duties as may be delegated by the Associated Students Inc. President, the Board of Directors, these Bylaws, or the Code of Procedures.

Deleted: Secretary/Treasurer

Deleted: Secretary/Treasurer

Deleted: <#>Notify and conduct an orientation for all appointees of positions to which they have been assigned by the BOD.¶

Deleted: <#> and

Deleted: ,

Deleted: Personnel,

Deleted: Finance

Deleted: <#>Oversee accountability and quality control of ASI BOD Appointment & Interview Process and committee appointments.¶

Board of Directors Code of Procedure Policy 002

Deleted: ¶

Section 8 – Additional Responsibilities of the Chief of Staff

A. Reports

1. The Chief of Staff shall report at the BOD on the status of the GIA process
2. The Chief of Staff shall report at the BOD on matters that relate to the Internal Affairs of the organization
3. The Chief of Staff shall submit a state of affairs report to the BOD in accordance with the Code of Procedures.

B. Meetings

1. The Chief of Staff shall sit on the Board of Directors and Executive Committee as a non-voting member.
2. The Chief of Staff will chair the Strategic Planning Committee and the Ad-Hoc Workflow & Biweekly Committee.

C. Specific Duties

1. Ensure the accuracy of the BOD minutes prior to submission for approval by the BOD.
2. Ensure access to the Directors by maintaining a list of their office hours.
3. Process Grant-In-Aid requests with the input of the President, VPA, VPF, VPAG, VPEAA, and Chief Justice in their roles as delineated earlier in these codes.
4. Keep official record of the attendance of ASI members for all officialy required committee meetings to ensure accountability of ASI members.
5. Ensure access to the Directors by maintaining a list of their office hours
6. Review meeting minutes of all ASI Standing Committees & Subcommittees for accountability purposes
7. Oversee meeting attendance tracker of all ASI Standing Committees & Subcommittees
8. Assist the Elections & Orientations Commissioner with ASI member orientation
9. Will forward all ASI business to the appropriate stakeholders

D. Service

1. Perform any other responsibilities that may be delegated by the President.

Deleted: Secretary/Treasurer

Formatted: Normal, Justified, Indent: Left: 0.38", Hanging: 0.38", Tab stops: 0.75", List tab + Not at 1"

Deleted: Secretary/Treasurer

Deleted: .

Formatted: Font: Century Gothic, 10 pt

Formatted: Font: Century Gothic, 10 pt

Formatted: Font: Century Gothic, 10 pt

Formatted: Font: Century Gothic, 10 pt

Formatted: Indent: Left: 0.38", Hanging: 0.38", Tab stops: 0.75", List tab + Not at 1"

Formatted: Font: Century Gothic, 10 pt

Formatted: Font: Century Gothic, 10 pt

Formatted: Font: Century Gothic, 10 pt, Highlight

Formatted: Font: 10 pt, Highlight

Formatted: Font: Century Gothic, 10 pt, Highlight

Formatted: Font: Century Gothic, 10 pt

Deleted: <#>Act in the capacity of the President in the absence of the President, the VPA, the VPAG, and VPF when required by Robert's Rules of Order, or when requested by the President.¶

Formatted: Tab stops: Not at 1"

Deleted: ¶
Oversee accountability and quality control of ASI BOD Appointment & Interview Process and committee appointments.¶
Keep a scrapbook of all newspaper articles and pictures relating to the Associated Students, Inc.

Deleted: <#>Compile files of all ASI BOD events and activities.¶
<#>Notify and conduct an orientation for all appointees of positions to which they have been assigned by the BOD.¶

Deleted: <#>Distribute and post meeting agendas and minutes as required under the Gloria Romero Open Meetings Act of 2000.¶

Deleted: <#>Forward resolutions that have been signed by the ASI President to the parties concerned.¶

Deleted: <#>and

Deleted: <#>F

Formatted

Formatted: Font: Century Gothic, 10 pt