

Associated Students, Inc. Purpose – ASI Bylaws 001

Clause 1. Purpose. The purposes of ASI shall be to:

- A. promote the establishment of, and provided the means for, effective avenues of student input into the governance of the campus;
- B. provide an official voice through which student opinion could be expressed;
- C. provide an opportunity where students could gain experience and training in responsible political participation and civic leadership;
- D. assist in the protection of the rights and interests of individual students; and
- E. stimulate the educational, social, physical, and cultural wellbeing of the university community.

Section 1 – Membership

The Bylaws of the ASI shall govern the qualifications of voting membership for the BOD.

ASI Committee Authority and Functions

Board of Directors Code of Procedure (COP) – Policy 002

Section 1 – Function

These codes shall act as the governing procedures for the Board of Directors (BOD) of the Associated Students, Incorporated (ASI) of California State University, Los Angeles. It shall be the purpose and function of the BOD to:

- A. act as a governing board for the ASI
- B. act as a steward to the student funds
- C. act as a learning laboratory for student leadership

Section 2 – Authority

This Code of Procedures is established under the authority given in Article VI, Section 1, Clause 1 of the Bylaws of the ASI of California State University, Los Angeles.

Executive Code of Procedure (COP) – Policy 003

These codes shall act as the governing procedures for the Executive Committee of the Associated Students, Incorporated of California State University, Los Angeles. It shall be the purpose and function of the Executive Committee to:

- A. Coordinate the information, programs, projects, and problems to be considered by the Associated Students Board of Directors.
- B. Act on behalf of the BOD when the Board cannot be called together to act on an emergency matter. Such actions shall be in accordance with Title V of the Administrative Code of the State of California, the Policy and Directives of the Board of Trustees of the California State University, university policies, the Articles of Incorporation of ASI, and the Bylaws.

ARTICLE II

MEMBERSHIP AND DUTIES

Section 1 – Membership

Board of Director's Training on BOD Purpose & Committee Authority and Functions

The Executive Committee shall be composed of eight (8) voting and four (4) non-voting members.

- A. ASI President, who shall serve as chair
- B. ASI Vice President for Administration, who shall serve as vice-chair
- C. ASI Vice President for Finance
- D. ASI Vice President for Academic Governance
- E. ASI Vice President for External Affairs and Advancement
- F. ASI Secretary/Treasurer
- G. Three (3) members of the BOD appointed by the ASI President with a simple majority consent of the BOD
- H. ASI Executive Director (non-voting)
- I. ASI Office Manager of Administration & Services (recording secretary) (non-voting)
- J. ASI Director of Government Affairs & Leadership Programs (non-voting)
- K. University President or designee (non-voting)

Personnel Committee COP – Policy 101

ARTICLE I

AUTHORITY AND FUNCTION

These codes shall act as the governing procedures for the Personnel Committee of the Associated Students, Incorporated (ASI) of California State University, Los Angeles. It shall be the purpose and function of the Personnel Committee to:

- a. Act on behalf of the Board of Directors BOD in all matters concerning employees of the corporation. Such actions shall be in accordance with Title 5 of the Administrative Code of the State of California, Policy and Directives of the Board of Trustees of the California State University, Policies of the University, the Articles of Incorporation, and the Bylaws.
- b. Make policy recommendations to the BOD on issues pertaining to personnel
- c. Make an annual recommendation to the BOD on personnel matters involving any changes in the level of budgetary support.
- d. Serve as the coordinating agency for professional staff evaluations within ASI.

ARTICLE II

MEMBERSHIP AND DUTIES

Section 1 – Membership

The Personnel Committee shall be composed of seven (7) voting and four (4) non-voting members.

- a. ASI President, who shall serve as chair
- b. ASI Vice President for Administration
- c. ASI Vice President for Finance
- d. ASI Vice President for Academic Governance
- e. ASI Vice President for External Affairs and Advancement
- f. ASI Secretary/Treasurer
- g. Two (2) members of the BOD appointed by the ASI President with a simple majority consent of the BOD
- h. ASI Executive Director (non-voting)
- i. ASI Office Manager for Administration and Services (recording secretary) (non-voting)
- j. A representative from the University's Office of Human Resources Management (non-voting)
- k. University President or designee (non-voting)

Strategic Planning Committee COP – Policy 011

ARTICLE I

AUTHORITY AND FUNCTION

These codes shall act as the governing procedures for the Strategic Planning Committee (SPC) of the Associated Student, Incorporated (ASI) of California State University, Los Angeles. It shall be the purpose and function of the SPC to:

- A. Serve as a planning committee on behalf of the Associated Students Board of Directors (BOD)
- B. Recommend to the BOD, for their approval, policy changes regarding the direction, vision, and purpose of the Associated Students, Inc.

ARTICLE II

MEMBERSHIP AND DUTIES

Section I – Membership

The Strategic Planning Committee shall be composed of eleven (11) voting members and six (6) non-voting members.

- A. ASI Secretary/Treasurer (committee chair)
- B. ASI President
- C. ASI Vice President for Administration
- D. ASI Vice President for Academic Governance
- E. ASI Vice President for Finance
- F. ASI Vice President for External Affairs and Advancement
- G. Three (3) members of the BOD appointed by the ASI Secretary/Treasurer with a simple majority consent of the BOD.
- H. ASI Academic Senator
- I. Cal State LA Student at Large
- J. ASI Executive Director (non-voting)
- K. ASI Office Manager of Administrative Services (recording secretary) (non-voting)
- L. ASI Director of Government Affairs & Leadership Programs (non-voting)

Environmental Policy Committee COP – Policy 012

ARTICLE I

AUTHORITY AND FUNCTION

This document shall act as the governing procedures for the Environmental Policy Committee of the Associated Students, Incorporated (ASI) of California State University, Los Angeles. It shall be the purpose and function of the Environmental Policy Committee to:

- A. Formulate and encourage the adoption of policies that will make ASI's internal practices more environmentally sustainable.
- B. Formulate and encourage the adoption of policies that will make the California State University, Los Angeles a more environmentally sustainable campus.
- C. Educate the community with an on-campus emphasis on the topic of environmental sustainability and environmental justice.

Board of Director's Training on BOD Purpose & Committee Authority and Functions

- D. Formulate and encourage the adoption of policies that will make the California State University system more environmentally sustainable by working primarily through the California State Student Association.

ARTICLE II

MEMBERSHIP AND DUTIES

Section 1 – Membership

The committee shall be composed of seven (7) voting and four (4) non-voting members.

- A. Environmental Commissioner, who shall serve as chair
- B. Three (3) elected or appointed members of ASI appointed with a simple majority consent of the Board of Directors (BOD)
- C. Eight (8) student members of the student body appointed with a simple majority consent of the BOD
- D. ASI Director of Government Affairs & Leadership Programs (non-voting)
- E. Director of Facilities Services or designee (non-voting)

Legislative Affairs and Advocacy Committee COP – Policy 014

ARTICLE I

AUTHORITY AND FUNCTION

These codes shall act as the governing procedures for the Legislative Affairs & Advocacy Committee of the Associated Students, Incorporated (ASI) of California State University, Los Angeles. It shall be the purpose and function of the Legislative Affairs & Advocacy Committee to:

- A. Review, research and make recommendations on, but not limited to, legislation emanating from the California State Legislature and United States Congress.
- B. Recommend a list of legislative priorities and recommended action to the Board of Directors (BOD) of ASI for approval by the third regularly scheduled meeting of the year.
- C. Create a plan to manage the legislative agenda and other issues deemed appropriate by the committee chair or the BOD.
- D. Elect a vice chair from the committee at the second meeting of the school year. The vice chair may be responsible for taking minutes and shall assume all duties assigned by the chair or committee. The vice chair shall assume the chair position in the absence, resignation, or removal of the chair.
- E. Coordinates all ASI's Lobby Corps efforts.

Definitions:

- A. General Students will be defined as a non-BOD or Academic Senator.
- B. Lobby Corp is a separate entity under CSU and supervised by ASI.

ARTICLE II

MEMBERSHIP AND DUTIES

Section 1 – Membership

The Legislative Affairs & Advocacy Committee shall be composed of a maximum of (16) voting members and two (2) non-voting members. The following shall constitute the membership of this committee:

- A. ASI Vice President of External Affairs and Advancement (VPEAA)(chair)
- B. ASI President

Board of Director's Training on BOD Purpose & Committee Authority and Functions

- C. Civic Engagement Officer - Representative-at-Large
- D. Diversity and Inclusion Officer - Representative-at-Large
- A. Academic Senator
- B. Three ASI BOD Representatives
- C. Membership is open to five (5) general students as referred to in Article I, Definition A, pending a recommendation from the ASI VPEAA and ASI President with majority consent of the BOD.
- D. ASI Executive Director or professional staff designee (non-voting)
- E. University President or designee (non-voting)

Cabinet of College Representative Code of Procedure – Policy 018

ARTICLE I

AUTHORITY AND FUNCTION

These codes shall act as the governing procedures for the Cabinet of College Representatives Committee of the Associated Students, Incorporated (ASI) of California State University, Los Angeles. The purpose and function of the Cabinet of College Representatives are the following:

Under the direct supervision of the ASI President:

- A. Support college representatives by opening lines of communication and collaboration within the unit.
- B. Strengthen the communication amongst all college representatives by sharing developments, programs, and concerns within each college.
- C. Assess and identify students' needs and develop strong strategies of addressing their needs on short-term and long-term basis.
- D. Establish inter-collegiate programs or initiatives and collaboratively plan and implement these programs and initiatives.
- E. Review the collective College Representative quarterly allocated budget and make the final decision on how to distribute funds for inter-collegiate events and initiatives. It is understood that based on the financial needs of the organization, all final budget decisions can be revisited each semester.

ARTICLE II

MEMBERSHIP AND DUTIES

Section 1 – Membership

The Cabinet of College Representatives Committee shall represent the collective College Representatives body. The Cabinet of College Representatives Committee chair and vice chair shall be a college representative who will be appointed by the Cabinet of College Representatives. The following shall constitute the membership of this committee:

- A. Two ASI College of Arts and Letters Representatives
- B. Two ASI College of Business and Economics Representatives
- C. Two ASI Charter College of Education Representatives
- D. Two ASI College of Engineering, Computer Science, and Technology Representatives
- E. Two ASI Rongxiang Xu College of Health and Human Services Representatives
- A. Two ASI College of Natural and Social Sciences Representatives
- B. ASI President (non-voting)
- C. ASI Senior Coordinator of Student Engagement & Outreach (non-voting)

Shared Governance Council COP – Policy 023

ARTICLE I

AUTHORITY AND FUNCTION

These codes shall act as the governing procedure Shared Governance Council (SGC) of the Associated Students, Inc. (ASI) of California State University, Los Angeles. It shall be the purpose and Function of the SGC to:

- A. Review, research and make recommendations on, but not limited to, Academic and Administrative policy affecting students.
- B. Maintain active communication to the student body regarding, but not limited to, Academic and Administrative Affairs by creating student impact statements, resolutions, white papers, utilizing media outlets, etc.
- C. Work with all appropriate areas in order to ensure that genuine Shared Governance is being upheld between students, faculty, and administration. These areas include, but are not limited to, ASI College Representatives, Department Chairs, Students, faculty, etc.
- D. Create annual assessments for the student success fee and any student fee the council deems appropriate to ensure effective and ethical use of student fees.
- E. Create assessments ascertaining the quality of service offered to students that the council finds appropriate.

ARTICLE II

MEMBERSHIP

Section 1 - Shared Governance Council Membership

- A. ASI Vice President for Academic Governance (chair)
- B. ASI Academic Senators (3 Undergraduates, 2 Graduates, 1 At-Large)
- C. Student Representatives appointed by the BOD to all University, College-Specific and Academic Senate Committees and Subcommittees
- D. All ASI Board members sitting on a University, College Specific or Academic Senate Committee or Subcommittee
- E. ASI Executive Director or professional staff designee (non-voting council advisor)
- F. Faculty Appointee (one faculty member selected by the Committee on Committees of the Academic Senate, non-voting council advisor)
- G. The University Provost or designee (non-voting council advisor)

Finance Committee COP – Policy 201

ARTICLE I

AUTHORITY AND FUNCTION

These codes shall act as the governing procedures for the Finance Committee of the Associated Students, Incorporated (ASI) of California State University, Los Angeles. It shall be the purpose and function of the Finance Committee to:

- A. Prepare a balanced ASI Annual Budget for approval by both the Board of Directors (BOD) and the University President no less than sixty (60) days prior to the end of the fiscal year
- B. Recommend to the BOD, for their approval, policy regarding the fiscal integrity of the ASI for its inclusion into the ASI Administrative Manual.
- C. Act as the first step in a multi-level approval process in requests for appropriation of ASI funds in accordance with these Codes, the ASI Administrative Manual, and the ASI Bylaws.

Board of Director's Training on BOD Purpose & Committee Authority and Functions

ARTICLE II

MEMBERSHIP AND DUTIES

Section 1 – Membership

The Finance Committee shall be composed of fourteen (14) voting members and five (5) non-voting members.

- A. ASI Vice President for Finance (VPF)
- B. ASI Vice Chair for Finance (VCF)
- C. ASI President
- D. ASI Vice President for Administration (VPA)
- E. ASI Vice President for Academic Governance (VPAG)
- F. ASI Vice President for External Affairs and Advancement (VPEAA)
- G. ASI Secretary/Treasurer
- H. Three members of the BOD appointed by the ASI President with majority consent of the BOD.
- I. Four student members recommended by the ASI Vice President for Finance to the ASI President with a majority consent of the BOD (non – ASI BOD)
- J. ASI Executive Director (non-voting)
- K. ASI Office Manager for Administration and Services (non-voting)
- L. ASI Director of Government Affairs & Leadership Programs (non-voting)
- M. University President or designee (non-voting)
- N. University Vice President for Administration and Finance & CFO or Designee (non-voting)

Funding Sub-Committee Code of Procedure – Policy 226

ARTICLE I

AUTHORITY AND FUNCTION

Section 1 – Authority

These codes shall act as the governing procedures for the Funding Sub-committee, a sub-committee of the Finance Committee, hereafter referred to as the Funding Committee.

- A. This committee is only granted the Authority for Allocations. This sole authority of taking action on funding proposals is referenced in Article IV, Section 1, of the Finance Committee Code of Procedure - Policy 201.
- B. As is the nature of a sub-committee; the Finance Committee, and ultimately the Board of Directors (BOD), have the power to reverse or change any action, or supplement for any lack of action, taken in this committee.

Section 2 – Function

It shall be the purpose and function of the Funding Committee to:

- A. Act as the first step in a multi-level approval process in requests for appropriation of Associated Students, Inc. (ASI) funds in accordance with these Codes, the ASI Administrative Manual, and the ASI Bylaws.
- B. Maintain a transparent and efficient funding process for the distribution of ASI funds.

ARTICLE II

MEMBERSHIP AND DUTIES

Section 1 – Membership

Board of Director's Training on BOD Purpose & Committee Authority and Functions

The Funding Committee shall be composed of nine (9) voting members and six (6) non-voting members.

- A. ASI Vice Chair for Finance (VCF)
- B. ASI Vice President for Finance (VPF)
- C. ASI President
- D. Diversity and Inclusion Officer - Representative-at-Large
- E. Two members of the BOD appointed by the ASI President with majority consent of the BOD
- F. Three students recommended by the ASI Vice President for Finance to the ASI President with majority consent of the BOD (non – ASI BOD)
- G. ASI Executive Director (non-voting)
- H. ASI Office Manager for Administration and Services (non-voting)
- I. University Dean of Students or designee (non-voting)
- J. Center for Student Involvement (C.S.I.) representative (non-voting)
- K. CFO of the University or designee (non-voting)
- L. UAS representative or designee (non-voting)

Bylaws and Codes of Procedure SUB-COMMITTEE Committee COP – Policy 302

ARTICLE I

AUTHORITY AND FUNCTION

Section 1 – Authority

These codes shall act as the governing procedures for the Bylaws and Codes of Procedure Committee of the Associated Students, Incorporated (ASI) of California State University, Los Angeles.

Section 2 – Function

It shall be the purpose and function of the Bylaws and Codes of Procedure Committee to:

- A. Ensure that the governing documents, policies and procedures of ASI are in compliance with Title 5 of the Administrative Code of the State of California, Policy and Directives of the Board of Trustees of the California State University, Policies of the Cal State LA, the Articles of Incorporation, and the Bylaws.
- B. Review and take recommendations to the Elections Committee Codes of Procedures in the event that the Elections Committee has not yet been established. Recommendations are to be forwarded to the Executive Committee for action and approval prior to the approval by Board of Directors.

ARTICLE II

MEMBERSHIP AND DUTIES

Section 1 – Membership

The Bylaws and Codes of Procedure Committee shall be composed of 7 voting and 3 non-voting members.

- A. The entire membership of the Judicial Review Committee as delineated in the ASI Bylaws (4 voting, 2 alternate)
- B. The ASI Elections Commissioner
- C. A member of the BOD appointed by the ASI President with a simple majority consent of the BOD

Board of Director's Training on BOD Purpose & Committee Authority and Functions

- D. One student recommended by the Chief Justice to the ASI President with a simple majority consent of the BOD
- E. ASI Executive Director (non-voting)
- F. University President or designee (non-voting)

Judicial Review Committee COP (JRC) – Policy 301

ARTICLE I

AUTHORITY AND FUNCTION

These codes shall act as the governing procedures for the Judicial Review Committee (JRC) of the Associated Students, Incorporated (ASI) of California State University, Los Angeles.

Section 1 – Authority

The power of the Judicial Review Committee is derived from the Associated Students, Inc. Bylaws, Article IX, Section 6.

Section 2 – Function

The Judicial Review Committee shall:

- A. review, upon appeal, decisions of the Board of Directors (BOD) involving interpretations of the Articles of Incorporation, the Bylaws, and the Board of Directors Code of Procedure.
- B. declare all elections results.
- C. hear all alleged violations of the election campaign rules and regulations outlined in the Elections Committee Code of Procedure.
- D. resolve grievances between regular members of the Associated Students, Inc., as defined in the ASI Bylaws, and all elected and appointed officers of ASI relative to the functioning of ASI.
- E. hear other grievances or issues referred to the JRC by the BOD, or University President.

ARTICLE II

MEMBERSHIP AND DUTIES

Section 1 – Voting Membership

The voting membership of the J.R.C. shall consist of a Chief Justice, three (3) Associate Justices and one (1) faculty member.

- A. The Chief Justice and the Associate Justices shall be recommended by the ASI President and appointed by a two-thirds (2/3) vote of the BOD.
 - 1. The justices may not hold any elected or appointed office within ASI.
 - 2. The justices must be regular members of the Associated Students, Inc. in good standing as defined by the University Registrar.
- B. The faculty member shall be recommended by the Committee on Committees of the Academic Senate and shall be approved by a two-thirds (2/3) vote of the BOD.

Cabinet of Academic Senators COP – Policy 015

ARTICLE I

AUTHORITY AND FUNCTION

These codes shall act as the governing procedure for the Academic Senators of the Associated Students, Inc. (ASI) of California State University, Los Angeles. The authority and function of these Academic Governance Units is to:

- A. Coordinate the Senate Offices and Shared Governance Council (SGC).
- B. Represent Students on the Executive Committee of the Academic Senate.
- C. Act as voting representatives for students on the Academic Senate.
- D. Actively recruit and coordinate students for Academic Senate and University-Wide Committees.
- E. Coordinate the Senate Offices to maximize the effectiveness of the Shared Governance Units.
- F. Coordinate the information, programs, projects, and matters to be considered by the SGC.

ARTICLE II

MEMBERSHIP

Section 1 - Cabinet of Academic Senators (CAS) Membership

The membership of the CAS shall include, but not be limited to the following:

- A. ASI Vice President for Academic Governance (VPAG)
- B. ASI Academic Senators (3 Undergraduate, 2 Graduate, 1 At-Large)
- C. Faculty Appointee (one faculty member selected by the Committee on Committees of the Academic Senate, serving as a non-voting cabinet advisor)
- D. ASI Executive Director or professional staff designee (non-voting cabinet advisor)

Cabinet of Commissioners COP (COC) – 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
- 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 Environmental Affairs Commissioner
- C. ASI Public Relations & Marketing Commissioner
- D. ASI Election & Orientation Commissioner
- E. ASI Spirit Commissioner
- F. Housing and Residence Life Representative
- G. Veterans Affairs Representative
- H. ASI Director of Government Affairs & Leadership Programs or designee (non-voting)

Elections Committee COP – Policy 004

ARTICLE I

AUTHORITY & FUNCTION

Section 1 - Authority

- A. These codes shall act as the governing procedures of the Elections Committee of the Associated Students, Incorporated (ASI) of California State University, Los Angeles.
- B. In the event that the Elections Committee has not been established by the second Bylaws and Codes of Procedure meeting of the academic year, this policy shall be reviewed and taken upon by the Bylaws and Codes of Procedure Committee (see Policy 302, Article 1, Section 2, Item B).

Section 2 – Function

- A. It shall be the purpose and function of the Elections Committee to oversee all ASI elections.
- B. The ASI General and Special elections are a function delegated to the ASI through its Bylaws and Title 5. As a result of the nature and importance of the elections, the Committee may take any action deemed necessary and proper for the conduct of fair elections provided they obtain the consent of the University President's designee for said action.

ARTICLE II

MEMBERSHIP AND DUTIES

Section 1 – Membership

The Committee shall be composed of the Election & Orientation Commissioner (Elections & Orientation Commissioner) and up to four (4) regular members of the Associated Students, Inc. (as defined in Article I, Section 3, Clause 1 of the ASI Bylaws). No committee member may run as a candidate in the elections.

- A. The Elections & Orientation Commissioner shall be recommended by the ASI President, and shall be approved by a 2/3 majority of the Board of Directors (BOD). The Elections & Orientation Commissioner will serve as the chair of the Committee.
- B. The remaining committee members shall be recommended by the Elections & Orientation Commissioner to the ASI President, and shall be recommended for approval by a 2/3 majority of the BOD.
- C. ASI Chief Justice or designee
- D. ASI Senior Coordinator of Student Engagement & Outreach (non-voting)
- E. Center for Student Involvement Director or designee – Staff Advisor (non-voting)
- F. University President or designee (non-voting)

University Council of Clubs and Organizations (UCCO) – Policy 013

SECTION 2: PURPOSE

The purpose of the UCCO shall be to:

- 2. Promote student awareness of and participation in California State University, Los Angeles clubs, organizations and campus governance;
- 3. Establish coordination, communication and cooperation among the officially recognized clubs and organizations between ASI; and
- 4. Promote the development of student leadership and service; and to promote campus and public awareness.

Board of Director's Training on BOD Purpose & Committee Authority and Functions

SECTION 3: AUTHORITY

1. The committee shall act subordinate only to the Associated Students, Incorporated (ASI) Articles of Incorporation, ASI Bylaws, Title 5, California Code of Regulations, and the California Education Code.

ARTICLE II: MEMBERSHIP

SECTION 1: Clubs and Organizations

1. Every club or organization that has been officially recognized by California State University, Los Angeles shall be a member.
2. Each club shall have two (2) designated representatives, one (1) main representative and one (1) alternate representative both of which need to be a recognized officer of the club or organization. In the case of an emergency as determined by the University Council officers, a second alternate representative may represent the club.
3. At least one representative from each club shall be present at each meeting
4. No member of the UCCO shall represent more than one (1) club or organization at any one meeting.
5. Each club shall have only one vote regardless of how many representatives are present at the meeting.