



ASSOCIATED STUDENTS, INCORPORATED  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

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**ADMINISTRATIVE MANUAL**

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**STRATEGIC PLANNING COMMITTEE  
CODE OF PROCEDURES**

**POLICY 011**

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**ARTICLE I**

**AUTHORITY AND FUNCTION**

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

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**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)

- M. University President or Designee (non-voting)

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Section 2 – Quorum

Quorum shall be defined as fifty-percent (50%) plus one (1) of the current voting membership of the Strategic Planning Committee.

Section 3 – Responsibilities of the S.P.C. Chair

- A. The ASI Secretary Treasurer is the chair of the S.P.C. unless vacant where the Vice Chair shall assume responsibility.
- B. The Chair shall set the time and date of meetings, no less than once a semester.
- C. The Chair shall preside over all S.P.C. meetings, and facilitate discussion.
- D. The Chair shall vote only in the event of a tie.
- E. The Chair shall present any recommendations the S.P.C. makes at the Board Meetings.

Section 4 – ASI Vice Chair for S.P.C.

The role and responsibility of Vice Chair for S.P.C. will be performed by a committee member appointed by the second official meeting of the committee. For ASI Members the time served in this role will count as two of their weekly required service hours.

- A. The V.C. shall be responsible for recording the minutes of the SPC Committee meetings and ensuring that those minutes are entered into the BOD minutes at its next meeting.
- B. The V.C. shall be responsible for photocopying required documentation for the committee to accomplish set goals.
- C. The V.C. shall act in the capacity of the ASI Secretary Treasurer when the Chairperson is absent.

Section 5 – Duties of the Committee

It is the responsibility of the S.P.C. to assist the BOD in directing the Associated Students, Inc. towards their vision. The S.P.C. is responsible but not limited to:

- A. Periodically reassess the mission and vision statement.
- B. Analyze the current environment surrounding ASI.
- C. Create, reevaluate, and modify the short-term and long-term plan as necessary.
- D. Recommend goals, based upon the above strategic plans, to the BOD.

**ARTICLE III**

**MEETINGS**

Section 1 – General Meetings

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 The ASI Secretary Treasurer is the permanent chair of the S.P.C. Section 4 – Responsibilities of the S.P.C. Chair¶  
 The Chair shall set the time and date of meetings, no less than once a semester.¶  
 The Chair shall preside over all S.P.C. meetings, and facilitate discussion.¶  
 The Chair shall vote only in the event of a tie.¶  
 The Chair shall present any recommendations the S.P.C. makes at the Board Meetings.¶

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A. The S.P.C. shall meet at least twice a semester. The meeting's agenda shall be posted and distributed 72 hours in advance.

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## Section 2 – Special and Emergency Meetings

The S.P.C. shall also meet on an as-needed basis. Notice of this meeting and the agenda must be given five (5) full days prior to the meeting's scheduled time. When a special meeting is necessary, the Chair shall call the meeting through a written notice to all members no less than twenty- four (24) hours prior to the meeting. In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, a legislative body may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement, or both. Emergency situations are defined in the Gloria Romero Open Meeting Act of 2000. An emergency meeting may be called by either the Chair or through a request to the chair by three (3) voting members of the committee.

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### ARTICLE IV

### AMENDMENTS

Proposed amendments to these codes shall be submitted on an absolute majority of the Strategic Planning Committee to the ASI Sub-Committee on Bylaws and Codes of Procedure for their review and approval prior to submitting the proposed changes to the BOD for their 2/3 approval.

#### Policy History:

Approved: May 2005  
Amended: February 2009  
Pending: May 7, 2019

Deleted: March 12



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