



ASSOCIATED STUDENTS, INC.

California State University, Los Angeles

A Resolution: To Formally Enact the Service Hours Proposal, and for Other Purposes

Respectfully submitted to the Board of Directors of California State University, Los Angeles Associated Students, Incorporated by the Bylaws and Codes of Procedure Committee, as ASI Resolution Number: BCP19-01 on [Date]

Whereas, the Strategic Planning Committee passed the Service Hour Proposal in a special meeting on February 26, 2019;

Whereas, the Judicial Review Committee, on behalf of the Bylaws and Codes of Procedure Subcommittee, passed the proposal on August 28, 2019;

Whereas, in its current form, the Service Hours Proposal contradicts various provisions in a variety of committee Codes of Procedure, rendering its provisions effectively moot;

Be it therefore resolved, by the Board of Directors of the Associated Students of California State University, Los Angeles Inc:

Section 1. Chaptering

Part 1 of this document shall be chaptered as Administrative Policy 026, and may be cited as the Service Hour Policy.

Part 1. Service Hour Policy

Section 1. Definitions

- (a) For the purposes of this Part, ASI Event means an event hosted by any member or organization within ASI, including clubs funded through ASI Funding.
- (b) For the purposes of this Part, Campus-Wide Event means an event hosted by any other means excluding ASI presence (e.g. Exhibitions, Food Drives, Café Night, or Club/Organization events without ASI funding).
- (c) For the purposes of this Part, Service Hours are hours done where the member does work bringing ASI presence to events or tabling.

Section 2. Requirements for BOD Members

- (a) **BOD Members Defined** – The provisions of this section shall apply to members of the ASI Board of Directors (hereinafter BOD Members). For the purposes of this section, those members are:
 - (1) The Vice President for Administration
 - (2) The Vice President for Academic Governance
 - (3) The Vice President for Finance
 - (4) The Vice President for External Affairs and Advancement
 - (5) The Secretary-Treasurer
 - (6) All College Representatives
 - (7) The Chief Justice
 - (8) The two at-large members (Civic Engagement Representative and Diversity and Inclusion Officer)
- (b) **In General** – BOD Members shall be required to perform the following acts of service each semester:



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- (1) Two classroom presentations;
- (2) One presentation to an on-campus Club or Organization;
- (3) Tabling on behalf of ASI;
- (4) Four ASI events per semester; and
- (5) One campus-wide event per semester.

Section 3. Requirements for Academic Senators

- (a) **In General** – Academic Senators shall be required to perform the following acts of service each semester:
- (1) Two classroom presentations;
 - (2) Three ASI events per semester;
 - (3) One campus-wide event per semester; and
 - (4) Tabling on behalf of ASI.

Section 4. Requirements for Commissioners

- (a) **In General** – ASI Commissioners shall be required to perform the following acts of service each semester:
- (1) Two classroom presentations;
 - (2) Two ASI events per semester;
 - (3) One campus-wide event per semester; and
 - (4) Tabling on behalf of ASI.

Section 5. Requirements for Associate Justices

- (a) **In General** – ASI Associate Justices shall be required to perform the following acts of service each semester:
- (1) Two classroom presentations;
 - (2) One ASI event per semester;
 - (3) One campus-wide event per semester; and
 - (4) Tabling on behalf of ASI.

Section 6. Specific Tabling Requirements

- (a) **In General** – The PR and Marketing Commissioner shall work with the Secretary-Treasurer to set the amount of tabling hours required for all categories outlined in this section. The Secretary-Treasurer shall be responsible for informing all members of their tabling requirements, and informing members when they are not meeting those requirements.
- (b) **For BOD** – The required tabling hours set for BOD Members shall not exceed twenty hours per semester.
- (c) **For Other Positions** – The required tabling hours set for all other categories specified in this Part shall be at least twenty-five percent of the tabling hours required of BOD members.

Section 7. Verification of Service

- (a) **In General** – Acts of service shall not be counted towards the requirements outlined in this Part unless they are verified in the manner provided in this Section.
- (b) **For Class Presentations** – Members shall email a professor beforehand in a professional manner and CC the Secretary-Treasurer and their Direct Report.
- (c) **For Club Presentations** – Members shall either: email the club president beforehand or send a thank-you email following the presentation. In either case, a member must CC the Secretary-Treasurer and their Direct Report for verification.



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- (d) **For Tabling** – Members shall sign up to fulfill their required tabling on a spreadsheet maintained by the PR and Marketing Commissioner.
- (e) **For ASI Events** – Members shall sign up for events on a spreadsheet maintained by the Secretary-Treasurer and shall sign in at the event for attendance verification.
- (f) **For Campus-Wide Events** – Members shall sign up for events on a spreadsheet maintained by the Secretary-Treasurer.

Section 8. Failure to Fulfill Service Requirements

- (a) **In General** – The failure of an ASI member to fulfill their Service requirements as outlined in this document may result in a reduction of GIA payments for the last period of a given semester.
- (b) **Verification** – At least one month before the end of a semester, the Secretary-Treasurer shall ensure that ASI members have completed or are on-track to complete their service hour requirements.
- (c) **Remediation** – In the event that an ASI member has not completed their service hour requirements, the Secretary-Treasurer shall send a warning with recommendations on how to meet service requirements and avoid a GIA reduction.

Part 2. Conforming Amendments

Section 1. Removing Specific Hour Requirements

- (a) **For BOD Members** – Article II, Section 3 of the Board of Directors Code of Procedure (Policy 002) is amended –
 - (1) By striking subsection (D)(2);
 - (2) By amending subsection (D)(1) to read as follows –

“1. Each director shall be responsible for fulfilling a minimum number of acts of service to the university community on behalf of the ASI per week beyond attendance at required meetings. These acts shall be outlined in the Service Hour Policy (Administrative Policy 026)”
- (b) **For Legislative Affairs** – Article II, Section 4 of the Legislative Affairs and Advocacy Committee Code of Procedure (Policy 014) is amended by striking the entirety of the third sentence.
- (c) **For Cabinet of Academic Senators** – Article III, Section 3 of the Cabinet of Academic Senators Code of Procedure is amended –
 - (1) By striking subsections (D)(1)(a) through (D)(1)(e);
 - (2) By amending subsection (D)(1) to read as follows –

“1. Each Senator shall be responsible for performing certain acts of service that may not be directly related to their position, but reasonably benefit the University, student body, and/or ASI. These acts of service are outlined in the Service Hour Policy (Administrative Policy 026).”
- (d) **For Cabinet of Commissioners** – Article II, Section 5 of the Cabinet of Commissioners Code of Procedure is amended –
 - (1) By amending subsection (D)(1) to read as follows –

“1. The Commissioners shall be responsible for fulfilling certain acts of service to the University community beyond their attendance at specific meetings. These acts of service are outlined in the Service Hour Policy (Administrative Policy 026).”
- (e) **For the Director Agreement** – Clause 4 of the ASI Director Agreement (Policy 007) is amended –
 - (1) By striking subsections (F)(2)(a) through F(2)(c);
 - (2) By amending subsection F(2) to read as follows –



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"2. Service – 20% - Each ASI Board member, with the exception of the ASI President, shall satisfy the service requirements outlined in the Service Hour Policy (Administrative Policy 026).

These requirements are restated below:

- a. Two classroom presentations;
- b. One presentation to an on-campus club or organization;
- c. Tabling on behalf of ASI;
- d. Four ASI events per semester; and
- e. One campus-wide event per semester.

Section 2. Effective Date

- (a) This proposal shall come into effect in the semester after it is passed by the Board of Directors.



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Passed by the Bylaws and Codes of Procedure Committee and referred to the Board of Directors on October 23, 2019.

Alexander Berry, Chief Justice

Received in the Board of Directors on November 14, 2019.

David San, Secretary-Treasurer