



**ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

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
- 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)



"...For the Students, by the Students!"



Section 2 – Quorum

Quorum shall be defined as a simple majority (50% + 1) of the voting membership of the COC For the purposes of establishing quorum, the Chair shall be counted among the voting membership.

Section 3 – Responsibilities of the Chair

- a. The Chair shall vote only in the event of a tie.
- b. The Chair shall report on behalf of the Cabinet at the biweekly BOD meetings.
- c. The Chair shall ensure that a written report of any recommendation or action of the COC is made at least three (3) days prior to the next meeting of the BOD
- d. The Chair shall appoint a Vice Chair from the committee.

Section 4 - Responsibilities of the Vice Chair

- a. The Vice Chair shall assume the responsibilities of the Chair in the Chair's absence.
- b. The Vice Chair shall record meeting minutes.
- c. The Vice Chair shall assist in the responsibilities of the Chair.

Section 5 – Commissioner Responsibilities

A. Reports:

- i. Provide a written report of all activities during the bi-weekly COC meetings.
- ii. Provide a written report of all activities by the 7th week of the semester to the VPA

B. Meetings:

- i. Meet with the VPA on an as needed basis to discuss upcoming campus-wide and ASI programming.
- ii. Serve on the COC, which has bi-weekly meetings; schedule determined by the VPA
- iii. Assist in campus-wide Homecoming planning meetings.
- iv. Act as a representative for ASI in co-sponsored event planning meetings.
- v. Attend at least one (1) BOD meeting.
- vi. One Commissioner will serve on the Finance Committee upon a recommendation of the VPA to the ASI Vice President for Finance.

C. Specific Duties:

- a. Commissioners shall satisfy a minimum of eight (8) 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 ASI Office.
 - i. Office hours must be scheduled with the 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 ASI events and the ASI General Election.
- d. Support, participate, and contribute to all other programs and functions under the VPA
- e. Attend appropriate University programming committee meetings.
- f. Support, participate, and contribute to programs and functions initiated by College Representatives.

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 ASI per week beyond attendance at required meetings.

E. Eligibility:

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

Section 6 – Specific Duties:

A. Spirit Commissioner

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

B. The Public Relations & Marketing Commissioner shall:

- 1. Communicates ASI programs, events, accomplishments, and/or points of view to the Cal State LA community.
- 2. Creates, manages and implements PR campaigns designed to create and maintain a favorable public image of ASI.
- 3. Organizes in-person opportunities (tabling, mobile cart, class room presentations) to outreach and inform the student body about the work of the organization.



4. Manage media inquiries and interview requests.
5. Fields media collaborators (University Public Relations, University Times, local newspapers) to create media content, prepares media kits and organizes press conferences.
6. Responsible for crafting press releases, newsletters, and speeches for organizations leaders.
7. Be aware of campus policies, sources of information and media outlets.
8. Meets regularly with the ASI Graphics and Marketing Team to coordinate efforts.
9. Support, participate, and contribute to all other programs and functions under the VPA and Cabinet of Commissioners.

C. The Election & Orientation Commissioner shall:

1. Notify the Cal State LA community, including Housing and Residence Life and student organizations, of all 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 Procedure.
5. Facilitate regularly scheduled meetings for the election process starting in October.
6. Ensure the implementation of an ASI General Election Marketing Plan with the support of ASI Staff.
7. Manage and perform New Member Orientation in conjunction with the ASI Secretary/Treasurer.

D. Environmental Affairs Commissioner

1. Work with ASI Staff to create a strategic marketing plan for promoting ASI initiatives focusing on environmental issues.
2. Organize programs that create awareness of environmental issues.
3. Meet with the VPA 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/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. Attends all Residence Hall Association (R.H.A.) meetings.
7. Attends all mandatory ASI Cabinet of Commissioner meetings.
8. Attend at least one (1) BOD meeting.
9. Is a current housing resident in good standing.

F. Veterans Affairs Representative*

1. Functions as ASI's direct contact with the Veterans Resource Center.
2. Represents the interests of student veterans to the COC
3. Invests at least ten (10) hours biweekly to student veteran service/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. Attends all mandatory ASI Cabinet of Commissioner meetings.
7. Regularly attends Veterans Resource Center meetings.
8. Attend at least one (1) BOD meeting.
9. Is a student veteran in good standing.

- * Representatives to the COC must meet ASI Basic Eligibility Requirements to serve on the Cabinet and qualify for the approved 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.

Section 5 – Removal of Members

Any member of the COC may be removed from the committee on a recommendation from the Chair to the 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 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 COC to the Bylaws and Codes of Procedure Subcommittee for their review and approval, followed by submission of the proposed changes to the BOD for their two-thirds (2/3) approval.

Policy History

Date Approved: 05/2010

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