

ASI Administrative Procedure

Title: ASI Policy Management

Effective: November 2022

Associated Policies: Policy on Policies (TBD)

Purpose:

The Policy Management procedures are established to guide the regular review and revision of ASI's policies to ensure they are compliant and up to date.



Authority:

The ASI staff, under the direction of the Executive Director, shall be responsible for the establishment, oversight, and revision of administrative procedures for the corporation. New and revised procedures shall be shared via email notification with the ASI Board of Directors, ASI student leaders, ASI staff, and University departments as needed.

Procedure:

1. Approval Procedure

- a. New and revised policies shall be reviewed by ASI staff and the Executive Director prior to being presented for approval at the ASI BOD meeting.
- b. Policies may be sent to one of ASI's standing committees (Finance, Personnel, Bylaws, etc.) to be discussed and edited prior to being presented to the Board. The Committee's responsibility shall be to make recommendations on the policy language to the Board and not approve the policy. Committee review is optional.
- c. As many policies may impact ASI's business functions and procedures with other University departments, University review may be required before Board approval. University departmental review shall be determined by ASI's advisors and staff.
- d. When ASI policies address legal precedent they may require review and recommendations from ASI's legal counsel. Submitting policies and documents to the attorney require the ASI Executive Director's approval.

2. Authoring New Policies

- a. At times, ASI may require new policies to be drafted to be in compliance or address areas not currently covered in ASI's policies. New policies may be drafted and submitted by ASI staff or ASI standing committees. The review and approval process shall be the same for new policies as existing policies.

3. Routine Review of ASI Policies

- a. ASI policies shall be reviewed on a regular basis as articulated in the Policy on Policies.
- b. The ASI Staff shall be responsible for tracking the review dates for all policies and will schedule a policy to be reviewed.

4. Review, Revision, and Approval Tracking for Existing Policies

- a. Each policy shall be tracked by ASI staff to ensure it moves through the review process.
- b. The tracking document shall include the following:
 - i. Date the policy was "checked out" for review/revision
 - ii. Who is involved in the review and revision of the policy
 - iii. Status of the policy review/revision
 - iv. Dates for approval by committees, Board, and when the final is posted on the website and saved in ASI's policy archive
- c. A policy shall be "checked out" at the beginning of the review process from the ASI Executive Director. Checking out the policy means a copy of the Word version of the policy will be saved to a shared folder and shared with everyone who will be involved in the review and revision.
- d. Policies may be requested for "checkout" by any member of the Board of Directors, Committee Chairs, or the Justices.
- e. Recommended changes to the policy shall be drafted using "tracked changes" in Word so the original language may be compared to the updated language.
- f. If a policy requires extensive changes, a new copy of the policy may be drafted and submitted to the Committee and/or Board, in which case the Board shall be provided both copies of the policy, new and revised, to review and compare both documents before voting on the recommended changes.
- g. Only complete drafts of the policies should be submitted to the committees and BOD in order to save time in revising language.
- h. If the ASI BOD determines that additional edits are required, the policy may be sent back to committee or to the staff for additional revisions, after which, the policy will be resubmitted to the Board for approval. Changes may also require additional review and approval from ASI legal counsel or University departments.

5. Notification of Approved Policies

- a. Upon approval by the ASI Board of Directors, the ASI staff shall be responsible for the notifying the appropriate parties of all approved policies
- b. Required notification
 - i. ASI student leaders, student staff, and full time staff shall be notified of all approved policies

- ii. The Dean of Students, as the President's designated advisor shall be notified of all approved policies
- iii. Certain University departments may be notified, as determined by ASI's advisors and staff
- iv. The CSU Office of the Chancellor shall be notified and provided a copy of approved changes to the ASI Bylaws, as required by ASI's Operating Agreement with the CSU Board of Trustees
- v. The Student Body of Cal State LA shall be notified of changes to the ASI Bylaws, Committee Codes, and any policies that concern the Student Body directly (such as the Funding Guidelines or Elections Code) through a campus email notification and/or social media post

6. Public Posting of Approved Policies

- a. All approved policies shall be made public and posted on the ASI website following the Board's approval
- b. The website shall include the policy title/number, effective date, and date of next review