



Administrative Manual

1. PURPOSE:

This policy states the requirement for the members of the ASI Board of Directors, the Commissioners, Officers, Senators, and Judiciary, herein collectively referred to as "Student Leaders", to sign the "Student Leader Agreement" as they take their ASI office.

The "ASI Student Leader Agreement" serves as a confirmation of understanding by the Student Leaders of their duties and responsibilities as they relate to 1) the access, use, and protection of confidential, proprietary, or private information or documents; 2) liability of Student Leaders and obligations therein to serve as an elected or appointed leader of ASI; 3) acknowledgement of minimum eligibility requirements set forth by the Board of Trustees and the Chancellor of the California State University; and 4) the duties and responsibilities of Student Leaders as set forth in the ASI Bylaws and other ASI policies and procedures.

2. DEFINITIONS:

None

3. POLICY:

- a. All elected and appointed Student Leaders must sign the "ASI Student Leader Agreement" during their onboarding with ASI within the first ten (10) days of the start of their term in office.
- b. Student Leaders may not officially serve or attend meetings in their elected or appointed capacity until they have signed the ASI Student Leader Agreement.
- c. The ASI Student Leader Agreement shall be reviewed annually prior to new Student Leaders taking office and revised as necessary.
- d. Violation of the provisions of the Agreement - A breach of any provision of the ASI Student Leader Agreement shall be considered a failure to complete the required duties of the elected or appointed position. Failing to complete the duties of the position shall result in a performance review, which may lead to additional penalties up to and including removal, as outlined in the ASI Bylaws and ASI Policy 020 -- ASI Officer Performance Review and Removal Procedure.

4. REFERENCES:

ASI Bylaws

ASI Codes of Procedures

ASI Policy 020 -- ASI Officer Performance Review and Removal Procedure

ASI Policy 005 - Grant-in-Aid (GIA)

CSU Minimum Qualifications for Student Office Holders

Policy History:

Revised – July 2021

Approved – July 15, 2021