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## ASSOCIATED STUDENTS, INC.

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### Administrative Policies

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#### **POLICY 017 – Community Engagement and Outreach Code of Procedure**

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#### **ARTICLE I**

#### **AUTHORITY AND FUNCTION**

This document shall act as the governing procedure for the Community Engagement and Outreach Committee (CEO) of the Associated Students of California State University, Los Angeles, Inc. as outlined in the Bylaws Article IX, Section 4. It shall be the purpose and function of the CEO to:

- A. Coordinate the activities of the programming units of ASI, which include:
  - a. The election and recruitment of new members to ASI
  - b. Outreach and communicate with the student body
  - c. Foster campus spirit and pride through events and activities
  - d. Develop community and foster a sense of belonging on campus
- B. Decide how best to utilize the funding allocated to the Committee in the ASI Annual Budget.
- C. All actions of the CEO must be reported to the Board of Directors (BOD). On receiving report of the actions taken, the BOD may decide to reconsider the decisions of the CEO.

#### **ARTICLE II**

#### **MEMBERSHIP**

##### Section 1 – Membership

The committee shall be composed of the following members:

- A. ASI Vice President for Administration (VPA), who serves as Chair
- B. ASI Environmental Affairs Commissioner
- C. ASI Diversity and Inclusion Officer
- D. ASI Elections Commissioners
- E. ASI Spirit Commissioner
- F. Military Connected Representative
- G. ASI President
- H. Four (4) students at-large from the student body
- I. Screaming Eagles Coordinator (non-voting)
- J. ASI Executive Director or designee (non-voting)
- K. ASI Staff (non-voting)

##### Section 2 – Quorum

Quorum shall be defined as a simple majority of the seated membership of the CEO. The Chair shall be counted for purposes of establishing quorum.

##### 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 CEO is made at least three (3) days prior to the next meeting of the BOD.
- D. The Chair shall recommend a Vice Chair to be appointed from the voting membership of the committee.

##### Section 4 - Responsibilities of the Vice Chair

- A. Shall be a voting member of the CEO and be elected by the CEO.
- B. The Vice Chair shall assume the responsibilities of the Chair in the Chair's absence.
- C. The Vice Chair shall record meeting minutes.
- D. Assist in the responsibilities of the Chair as needed.

Section 5 – Removal of Members

Any appointed member of CEO may be removed from the committee on a recommendation from the Chair to the BOD for more than two (2) unexcused absences, three (3) excused absences, or four (4) unexcused tardies or early departures during any one semester.

**ARTICLE III**

**MEETINGS**

The CEO shall meet at least on a biweekly basis or more often as needed. Meetings shall be posted publicly in accordance with the Gloria Romero Open-meeting Law.

**ARTICLE IV**

**FUNDING ALLOCATION**

The Board of Directors shall approve a funding allocation to be used toward programs and activities and delegate the use of the funds to the CEO Committee. The members of the CEO shall propose new programs, hear proposals for collaborative partnerships, and decide on how to utilize the budget that has been granted to the Committee each year. The Committee membership, under the direction of the VP for Administration and with the advice and support of the ASI staff, shall track the budget and report on the approved events and the balance of the Committee budget to the Board of Directors regularly during their meetings.

**ARTICLE IV**

**AMENDMENTS**

Proposed amendments to these procedures shall be submitted on a majority vote of the CEO to the Executive Cabinet for their review and approval, followed by submission of the proposed changes to the BOD for their two-thirds (2/3) approval.

**Policy History:**

Approved: 05/2010  
Revised: 07/2011  
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