



ASSOCIATED STUDENTS, INC.

Administrative Policies

POLICY 017 – Community Engagement and Outreach Code of Procedure

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 and programs for ASI, which include:
 - a. The election and recruitment of new members to ASI
 - b. Outreach and communication with the student body
 - c. Fostering campus spirit and pride through events and activities
 - d. Developing community and a sense of belonging on campus
 - e. Sustainable and environmental programming and outreach
 - f. Events to promote students' civic engagement and voter registration
 - g. Encouraging student wellbeing and personal development
- B. Collaborate with University departments to support diverse and inclusive programming
- C. Review program proposals and approve funding allocations for ASI's events and activities, and collaborations, in accordance with the approved annual budget, to support a programming agenda that serves the diverse needs of the Cal State LA student body.
- D. 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 Community Engagement (VPCE), who serves as Chair
- B. ASI Diversity and Inclusion Officer
- C. ASI Civic Engagement Officer (Chair of the EPC)
- D. ASI Engagement Commissioner
- E. ASI President
- F. Four (4) students at-large from the student body
- G. Screaming Eagles Coordinator (non-voting)
- H. ASI Executive Director or designee (non-voting)
- I. ASI Program Coordinator (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 CEO at the biweekly BOD meetings.
- C. The Chair shall ensure that a written report of any recommendation or action of 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 weekly to facilitate the programming agenda of ASI. Meetings shall be posted publicly, and meetings shall be open to the public 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 Community Engagement, 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 V **AMENDMENTS**

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

Policy History:

Approved: 05/2010
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