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ASSOCIATED STUDENTS, INC.

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## STUDENT LEADER HANDBOOK

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### 1. **PURPOSE**

The Student Leader Handbook serves as a guide and manual for elected and appointed student leaders and establishes the expectations and mechanisms for accountability. Upon taking their position, each student leader shall be presented a copy of the Handbook and shall sign an acknowledgement of receipt. The Handbook may be updated regularly to comply with CSU, Cal State LA, and ASI policies and procedures with the review and approval of the Board of Directors.

### 2. **REFERENCES**

[ASI Bylaws- Policy 001](#)  
Student Leader Agreement (form)  
[ASI Administrative Policies](#)  
[EO 1068- Student Activities](#) (CSU)  
[Faculty Handbook](#) (Student Senators)  
[CSU Student Activities Policy \(EO1068\)](#)

### 3. **DEFINITIONS**

### 4. **ELIGIBILITY, ELECTION, AND APPOINTMENT**

#### 4.1. Eligibility

- The CSU Student Activities Policy - EO1068, outlines the minimum qualifications for student office holders.
- The ASI Bylaws states additional GPA requirements for student leaders under Article III, Section 2.
- Student leaders must meet eligibility requirements throughout their term in office. Verification of eligibility is conducted at the end of each academic term by the Dean of Students Office.
- Student leaders who fall below the required eligibility requirements shall be administratively removed from their positions immediately. Students may appeal their eligibility status to the AVP/Dean of Students Office.

4.2. Election -- The election of student leaders is outlined in the ASI Bylaws- Article IV and in the [ASI Elections Code- Policy 004](#). The ASI Board of Directors and Student Senators are the positions filled in the annual elections. If an elected position is not filled during the election, the position may be filled by appointment, in accordance with the ASI Bylaws.

#### 4.3. Appointment

- An appointment process shall be used to fill vacancies in the ASI Board of Directors and Student Senators, if unfilled during the election or if a position is vacated during the academic year. Students are also appointed to the other

- student leader roles, such as Commissioners, elections officials, and ASI or University committees.
- A detailed administrative procedure shall outline the process for application, interview, and appointment of student leaders.

## **5. ONBOARDING, TRAINING, AND DEVELOPMENT**

### **5.1. Onboarding**

Every student leader must complete an onboarding process that orients the student to ASI as a campus Auxiliary, the role and responsibilities of their position, identifies the resources available, and includes a review of this Handbook. Onboarding shall include, but is not limited to the following:

- Meeting with Executive Director upon appointment by the BOD for the official orientation session to ASI, which includes the mission, vision, history, and values of ASI
- Meet with ASI full-time staff for training regarding programming, finances, administrative functions, and marketing and outreach practices
- Mandated training per CSU, Cal State LA, and ASI policy
- Emergency preparedness such as ASI's Workplace Violence Prevention Plan
- Sign the Student Leader Agreement
- For Board members, read the Conflict of Interest Policy and sign the conflict of interest statement
- Connect ASI email to individual's student account
- Meet with the Direct Report for additional onboarding and training for the position held

### **5.2. Training**

ASI elected and appointed members are required to participate in trainings, orientations, and meetings once their term or appointment begins. This training will orient members to the purpose of the organization and how their position and specific responsibilities are essential to the organization's success.

- Summer training- the scheduled summer training and retreat is mandatory for all student leaders. ASI will take individual's schedules into account when setting the retreat and training dates, but it is not always feasible to accommodate everyone's schedules and students may need to shift their summer priorities to attend the training sessions.
- January training- The January training is also mandatory and a critical time for the team to review the fall progress and plan for spring semester.
- In-service training - Throughout the academic year, sessions may be held to address specific issues and help student leaders effectively execute their responsibilities.

## **6. GRANT-IN-AID (GIA)–**

Associated Students, Inc. provides Grand-In-Aid scholarships for student leaders that are non-taxable and will be factored into the student's financial aid package.

#### 6.1. GIA Allocation

- GIA amounts for each position are established as a part of the approved annual budget and are outlined in the GIA Rate Table, which shall be presented to the Finance Committee for review.
- The Executive Cabinet and/or Finance Committee may evaluate and propose changes to the GIA amounts each year as a part of the annual budget.

#### 6.2. Biweekly Submission & Processing

- It is the responsibility of every student leader to submit biweekly reports that document their ASI-related involvement every two weeks.
- The reports will be submitted to the Chief of Staff and reviewed and then signed by the student leader's Direct Report. The Executive Director shall sign the biweekly report for the ASI President. If the Direct Report determines that the biweekly report does not meet expectations, it may be sent back for revision with a stated deadline.
- The Chief of Staff shall establish the deadlines to submit biweekly reports.
- If a director does not submit a biweekly report by the deadline, the payment may be delayed to the next disbursement pay period or not paid if sufficient evidence of work product is missing.

6.3. Individual Impact Report (State of Affairs) - At the end of each academic term, each student leader shall be required to submit an impact report that summarizes the work they completed for the semester, the challenges they faced, the student needs that were identified, and their plans or recommendations for the next term. The impact report shall be counted as a biweekly report and calculated in the GIA allocation.

#### 6.4. Disbursement Pay Periods

GIA stipends are disbursed monthly throughout the leadership term in office. The GIA distribution is based on an annual schedule created by the ASI staff and the Chief of Staff.

#### 6.5. Proration and Adjustments

- Biweekly reports that do not meet expectations are not counted toward the GIA payment for that month and may result in a reduction in the GIA payment for that period.
- Student directors who were voted into office through an ASI General Election shall receive the full annual GIA scholarship.
- Student directors who are appointed to their office sometime after the start of the official term, shall receive a prorated GIA which is a portion of the annual scholarship. For those who are appointed by a vote of the ASI Board of Directors are considered "active" upon completion of their verification of eligibility and onboarding.

### 7. **STUDENT LEADER AGREEMENT**

7.1. Members of the ASI Board of Directors, Commissioners, Officers, and Senators, herein collectively referred to as "Student Leaders", are required to sign the "Student Leader Agreement" as they assume 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.

- 7.2. 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.
- 7.3. Student Leaders may not officially serve or attend meetings in their elected or appointed capacity until they have signed the ASI Student Leader Agreement.
- 7.4. The ASI Student Leader Agreement shall be reviewed annually prior to new Student Leaders taking office and revised as necessary.
- 7.5. 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 this policy (see below).

## **8. REPORTING LINES**

Student leaders report to an Executive Officer, "Direct Report" and an ASI advisor, as identified in the student leader position descriptions. Reporting lines manage communication, oversight, and establish accountability for each position. Student leader reporting lines are not supervisory in that the Executive Officers do not have the authority to remove a leader from their position. Direct Reports review and sign off on biweekly reports and may request revisions to those reports as a part of holding student leaders accountable for their responsibilities.

## **9. RESPONSIBILITIES AND BEHAVIOR**

Leadership positions in ASI and the Academic Senate provide a rich learning experience that adds to a student's academic coursework and skill development. These positions are voluntary but come with expectations and responsibilities as leaders serve specific organizational functions that require them to be well informed, diligent, articulate, and manage their time and commitments to meet all the demands of their roles. Leaders set an example for others and are expected to perform all responsibilities in a professional, helpful, efficient, and satisfactory manner. A student leader's actions and speech impact the Cal State LA community because of their position and the leader must be aware and thoughtful in how they carry out their position.

- 9.1. **Position Description** - Individuals elected and appointed to leadership positions are expected to thoroughly read and understand their leadership responsibilities, as articulated in the posted position descriptions, and will be held accountable to them.

## 9.2. Attendance and Schedule

- On average, student leaders should expect to spend 10-20 hours a week fulfilling the responsibilities of their position. How the leader's time is spent during the week shall be reported in the biweekly report and tied to their GIA (see GIA section).
- Punctuality - Student leaders are expected to be punctual and must be ready to begin work at the beginning of the meeting or activity.
- Attending required meetings is an important responsibility for the governance of the organization and a significant time commitment. Student leaders are provided the benefit of priority registration in order to align their classes with the ASI and Senate meetings. Attendance is required at Board/Senate meetings, committee meetings, individual meetings with Direct Reports and advisors, and training (ASI Bylaws, Article VI, Section 3). Attendance shall be tracked by the Chief of Staff and reported to the Executive Cabinet on a biweekly basis. Leaders are responsible for attending all their meetings in their entirety.
- Attendance at leadership training is required (ASI Bylaws, Article VI, Section 3). Requests for exceptions shall be made to their Direct Report, the ASI President, and the Executive Director.
- Absence, tardy, early departure-- Members may request an excused absence, excused tardy, or early departure by contacting the Chair at least 24 hours prior to the scheduled meeting. A member shall be counted as absent if they are not present at the meeting at the time of roll call. In the case of an absence due to an emergency, the member should notify the Chair as soon as possible. Excuses will be granted at the Chair's discretion.
- Attendance requirements:
  - A maximum of three (3) unexcused absences are allowed each semester across all the student leader's committees combined. Having reached the maximum limit, the student leader will be automatically brought before the Board of Directors, as an action item, for possible removal for failure to meet the obligations of their position. A 2/3 majority vote is needed for removal (see removal below).
  - A maximum of three (3) excused absences are allowed each semester across all the student leader's committees combined. Excused absences are determined by the Chair of the BOD and individual Committees.
  - At the Chair's discretion, repeated tardiness or early departures without prior notification may also be counted as an unexcused absence.
  - Attendance records shall be maintained by committee Chairs as well as the Chief of Staff.
  - Student leaders who have received two (2) unexcused/excused absences shall be notified in writing to remind them that any future absences may result in their removal.

## 9.3. Engagement Hours

"Engagement hours" are required each week during which student leaders shall be engaged with the student body through meetings, events, tabling, casual conversations, or presentations. They may also be meetings held with faculty, staff, and administrators on campus regarding issues that pertain to their ASI role and responsibilities. Engagement hours shall be documented in the biweekly

reports and submitted to the Chief of Staff.

- Executive Officers - 2 scheduled office hours weekly plus 2 engagement hours
- Student Senators - 2 engagement hours each week
- College Representatives - 4 engagement hours each week
- At-large Representatives - 4 engagement hours each week

#### 9.4. Meeting Conduct

- Use of electronic devices should be limited to reviewing the agenda and meeting attachments and making notes. Emailing, texting/messaging, or doing homework during meetings is prohibited as it detracts from one's ability to engage fully in the meeting content and discussion.
- Committee Members should review supplementary documents in advance and arrive prepared to engage in meetings.
- Chairs must post agendas for their committee meetings at least 72 hours in advance (in accordance with Open Meeting Law) and prepare supplementary documents at least 24 hours in advance.
- Members must be present and ready to participate in the meeting at the assigned start time of the committee.
- Committee members are expected to engage and contribute during meetings.
- Zoom meeting expectations...

#### 9.5. Use of ASI Offices

The ASI office is a professional environment, and leaders are held to a high standard of professionalism and decorum while serving in their roles and in the ASI office.

- ASI members are not allowed to sleep in the ASI office.
- ASI members must handle ASI Property with care and ensure the property is put away after use to protect items and prevent a cluttered workspace.
- ASI members are responsible for cleaning up after themselves
- ASI members are allowed to use the office printer only for ASI business. ASI members may receive a printing code from the Administrative Coordinator to access the shared printer.
- To ensure fairness and the integrity of the ASI General Election process, use of the ASI Office will be limited during election season for those who are running in the election, to comply with the Election Code of Procedures- Policy 004.
- Student leaders are allowed to study and read in the office, but priority use of workspace shall be given to those who are working on ASI business
- Individual offices - Only the ASI President and Chief of Staff are issued individual workspaces for their term in office. Other individual offices are available on a first-come-first-served basis and priority shall be given to those who are using them for ASI business. Individual offices may also be reserved in advance for important meetings that require an office space, such as meetings with clubs, faculty, staff, or attending Zoom meetings such as the Academic Senate. Reservations may be made through the front desk.
- Personal Property - Students are discouraged from leaving any personal property of value in the office. Books or other items that are specifically used for classes should be locked up if possible or placed out of the public view. ASI

assumes no liability in the event of items being lost, stolen, borrowed, or broken while housed within the facility.

- 9.6. **Service Mentality**—ASI requires a high standard for customer service when working with other students, faculty, staff, administrators, vendors, business partners, and guests on campus. Attentiveness and respect are expected in all communication including in person, over the phone, and in emails.
- 9.7. **Professional Attire**- Student Leaders must dress in clean and presentable attire. All dress code requirements are non-gender specific. Shoes and shirts are required in all areas of ASI. ASI logo attire is encouraged during ASI committee and Board meetings and at ASI events.
- 9.8. **Violations of Behavioral Standards**-- Violation of the policies above may result in disciplinary action up to and including removal.

## 10. POSITION REQUIREMENTS

The complete list of expectations for each position in ASI shall be articulated and approved by the Board of Directors in the formal position descriptions. Position descriptions may be reviewed and revised annually for clarity as positions change with time.

- 10.1. **Executive Officers**
- Office hours - Because of their roles and responsibilities to Chair committees and lead the organization, Executive Officers shall be required to schedule no less than two (2) hours each week when they will be in the office to work with staff and meet with students.
  - Serve as a Direct Report - The Executive Officers serve as supervisory figures to the other student leaders, which requires regular meetings with them and signing biweekly reports.
- 10.2. **Board members**
- Fiduciary Duty - As a position that is elected by the student body, Board members have a duty to act in the best interests of the organization, ASI. Although they represent the voice of the students, when they vote, they are obliged to do so in the interest of ASI. Fiduciary duties include:
    - Duty to make informed decisions
    - Duty to exercise reasonable care in making decisions
    - Duty of loyalty
    - Duty of confidentiality
    - Duty to keep accurate records
  - Conflict of interest agreement—All Board members shall read the Conflict of Interest Policy and sign the agreement upon joining ASI, as required by law, the ASI Bylaws, and ASI policy.
  - Board members are agents who serve as the voice of the student body. In this role they shall meet and discuss issues of concern with faculty, staff, and administrators at the University and maintain strong lines of communication with departments and partners.

10.3. **Senators**

- Serve as the voice of the student body – The role and responsibilities for Senators is articulated in the Faculty Handbook. Student Senators’ primary role is to provide their perspective on academic and university policies from the student viewpoint. To do so, Senators must be well informed and prepared for meetings and to consult with the student body and ASI leaders on the topics raised at Academic Senate.
- Attend meetings of the Senate and sub-committees and vote on the business before the body.

10.4. **Commissioners**

Commissioners are entrusted with duties and responsibilities to move ASI’s agenda forward as a part of the appointed workforce. Commissioners do not have voting powers on the Board, but may be named as voting members of ASI standing committees. Commissioners report to the Executive Officers.

**11. ACCOUNTABILITY AND PERFORMANCE REVIEW**

Being a leader in ASI or the Senate is a learning process. There are no prerequisites for these positions, so it is understood that all students will need to be trained and will need time to understand their role and expectations. Coaching, training, and holding student leaders accountable to their positions is a part of the learning process and is also necessary to hold students accountable to their responsibilities as leaders.

11.1. **Performance Counseling Procedures.**

Any appointed or elected ASI members may be subject to a performance review, probation, or removal from office for failure to complete assigned duties outlined in position descriptions, ASI Policies, and Codes of Procedures. Accountability begins at the Direct Report level, with support from the ASI advisors.

- **Verbal Counseling:** When a student leader’s performance is problematic or does not meet the expectations of the role, the Direct Report and ASI Staff shall meet to review any supporting documents and discuss experiences that would support possible disciplinary action (i.e. meeting status reports, biweekly reports, emails, etc.) In consultation with the ASI staff and/or Dean of Students, the Direct Report will document the behaviors and determine the course of action to inform the student leader. All recommendations are to be submitted in writing and reviewed by the ASI President and Executive Director/staff before being shared with the officer in question.
- **Written Warning(s):** After verbal counseling, if the problematic behaviors have not changed, a written warning may be issued. Appointed or elected ASI officer may receive a written performance warning from their Direct Report that outlines concerns, expectations, and a timeline for accomplishing said task or expectations. The written warning will be drafted and reviewed/approved by the ASI advisors prior to being emailed. The recipient of the warning is



encouraged to also respond in writing with an explanation of their behavior. The written warning shall also include an invitation for an in-person meeting to review and discuss the information provided. Counseling meetings shall include at least one of the ASI full-time staff and/or AVP/Dean of Students (or designee).

- **Remediation Meeting:** Having issued a verbal and written warning, the next step in the performance counseling process is to schedule a remediation meeting. The Direct Report shall schedule a meeting within five (5) business days after the initial warning period and must include one of the ASI staff or advisors in the meeting. The email notification/invitation to the meeting shall document the reoccurring issues or concerns of the student leader's behavior and require their attendance at the meeting to address them. The final step after the remediation meeting is removal (see below).

#### 11.2. **Accountability and performance review for the ASI President**

Since the ASI President does not have a Direct Report, the process for counseling, performance reviews, and accountability measures is different than the other student leaders. The ASI President is accountable to the Board of Directors primarily, to the Student Body, and the University. The President's conduct, attention to duties, and dedication may be called to question by any of these bodies through individual meetings that may be mediated by the ASI advisors, through the grievance process articulated below, and by the recall and removal process. The ASI Executive Director and AVP/Dean of Students meet regularly with the President, and shall include conversations about their performance as well as corrective actions that may be required to meet the expectations of the position.

### 12. **GRIEVANCE POLICY AND PROCEDURE**

If an issue arises among the leadership of ASI, a grievance may be filed against any of the elected/appointed student leaders in ASI. This process outlines the requirements and steps to file a grievance and have that grievance heard in a fair and impartial manner.

#### 12.1. **Written complaint:**

A written complaint must be completed that outlines the behaviors or actions of the student leader and the policies or governing documents that are being violated. The written complaint may use the ASI Grievance Template, or a letter may be submitted with the same information. The grievance should include supporting documents and statements from others as needed. The statement shall state a proposed remedy or corrective actions and may include a request for the officer to resign or state the intent to call for removal. The complaint shall be emailed to the AVP/Dean of Students and the ASI Executive Director, as the two advisors responsible for the oversight of ASI, who will have three (3) working days to review the grievance and may recommend changes to the document and request revisions before it is sent to the student leader in question.

12.2. **Notice:**  
Once the grievance has been verified by the advisors, it shall be sent to the student leader against whom the grievance was filed. The student leader/respondent will be allowed five (5) working days from the date of receipt of the complaint to respond in writing (which is optional). The written response shall be emailed to the ED and DOS by the deadline and may provide additional supporting documentation as attachments to their response. The advisors may recommend changes to the document and request an updated response to be submitted.

12.3. **Consultation:**  
An in-person meeting shall be called with the respondent and the complainant, either together or separately, with the advisors to hear both sides of the issue and try to mediate a solution that allows both parties to continue working together in a productive and respectful manner. Additional meetings may be called to identify working resolutions to the issues and to follow up on progress in adhering to the solutions.

12.4. **Resolutions:**  
A written Resolution Agreement shall be issued to both parties once the terms have been established. The Resolution Agreement shall include the following:

- Focus on professional standards that have been violated
- Consider the approved position description and the position requirements as stated in the Bylaws and other Committee Codes
- Consider any ASI policies and University Code of Conduct that were breached or disregarded
- Cite dates and times of incidents

12.5. **Removal:**  
If the reported accusations and behavior are severe and cannot be resolved between the Directors in a way that allows them to continue working together, the advisors shall consider any other options available to allow ASI to continue functioning. Resolutions to the grievance issues may include recall, removal, and administrative removal as articulated in the Bylaws and below in this Handbook.

### 13. RESIGNATION, RECALL, AND REMOVAL

13.1. **Resignation**  
If a seated student leader no longer feels they can meet the expectations and responsibilities of their position, they may resign at any point during their term in office by submitting a written letter to the ASI President, their Direct Report, and the ASI Executive Director stating the reasons for their resignation and the effective date. Resignations shall be reported to the Board at the next scheduled meeting or by email. At the request of the individual, details for the resignation may not be shared to maintain personal privacy. A Director who has resigned may be able to run in a future election, having met all the

eligibility requirements, and may be allowed to be reappointed. However, once the resignation has been accepted and made public, the student may not simply decide to return to their position without going through the appointment process.

13.2. **Recall by the Student Body**

Article V, Section 2 of the ASI Bylaws addresses the recall/removal of any elected/appointed student leader. The Administrative Procedure for Recall articulates a detailed process for recall. Recall by the Student Body is immediate and final.

13.3. **Administrative Removal-** See Article V, Section 4 of the ASI Bylaws.

13.4. **Removal by the Board of Directors**

The Board of Directors has the authority to remove a Director for failure to meet the expectations of their position (ASI Bylaws, Article V, Section 3). Removal is a serious matter and follows a process that allows a fair presentation of the issues and an opportunity for the accused to make a statement before the Board of Directors. This process shall only be considered after all steps of the performance counseling process above have been completed and the Director has not shown improvement in their performance. The process for Board removal shall be as follows:

- **Written notice-** When a Director fails to meet the expectations of their position, the concerns must be presented to the Director in writing which shall state the intent to bring the individual to the Board with a recommendation for removal. The written notice is typically submitted by the Direct Report or a member of the Executive Cabinet but may be submitted by any member of the Board of Directors. The written statement shall document dates, times, and specific examples of the performance issues and be provided to the Director in question. The written notice shall include the date and time of the BOD meeting when the Director's removal will be on the agenda as an action item. The notice shall also remind the Director of the option to resign, if they do not wish to appear before the BOD. The Director may submit a written response to the notice, if they choose, to add to the written documentation.
- **In-person meeting** - After the written notice has been given to the Director, a meeting shall be scheduled to address the issues in-person and provide an opportunity for both parties to review the issues raised in the letter. The meeting must include the ASI Executive Director and/or the AVP/Dean of Students or their designee, to mediate the conversation. The Director may decline the request to meet in person. The in-person meeting shall be called at least 72 hours prior to the scheduled BOD meeting where the Director's removal is an action item.
- **BOD meeting** - The removal of a Director is directly placed as an action

item on the agenda and is not required to be a discussion item first. A special BOD meeting may need to be called for this purpose to allocate the full time to the issue. The removal of a Director is a public matter, as Directors are elected by the student body, and therefore the issue is debatable in public. However, some information pertaining to the case may not be shared, if deemed confidential or private. The meeting will be conducted similar to that of a student conduct hearing as follows:

- The Board members will receive the grievance and response documents via email at the time the meeting is announced. The documents will not be posted to the website and will only be available to the Board and listed as confidential.
- Meeting preliminaries - roll call, approval of the agenda, no meeting minutes for sake of time, establishment of quorum shall be observed.
- Meeting instructions - The Chair shall inform the BOD and the public how the meeting will proceed. Any disruptions will not be tolerated and individuals may be asked to leave. If the meeting is prevented from occurring, the meeting may be adjourned and rescheduled for another date/time.
- Public comment -The public comment period shall be regulated, and time limits be placed and upheld for any speakers. This will be the only time when the public may comment during the meeting. Once in the action item, the public will not be allowed to speak.
- Action Item - "Student leader Removal"-- When the action item is called, the Chair shall read a statement presenting the reasons the Director is being brought before the BOD for removal. Next, the Director in question shall be allowed to speak on their own behalf or read a written statement.
- The Chair shall then ask for questions from the BOD, which may be asked to the body at large, to the individual leader in question, or to the complainant. When discussion has concluded an opportunity will be given to the complainant and respondent to make a final statement.
- The Chair shall then call for a motion to remove the Director, which requires a second and shall be approved with a 2/3 majority vote. To protect all parties involved, the votes will be cast by secret ballot (ballots will include name, position, and their vote) that will be passed out and collected by the Chief of Staff who will tally the results and the Chair will read the decision only with the count of in favor, opposed, and abstain. The ballots will then be given to the DOS after the reading.
- The action of the Board shall be final and effective immediately.

13.5. **Removal of the ASI President by the Board of Directors -**

The ASI President is the top executive for ASI and serves as the Chair of the BOD. Therefore, the removal of the ASI President before the BOD requires that another member of the Executive Cabinet chair the Board meeting. The

rest of the procedure shall be followed as articulated above.

13.6. **Appeals**

If the Director feels they were treated unfairly during the removal process by the Board, they may file a letter of appeal with the AVP/Dean of Students within five (5) working days of the Board meeting stating their reasons and evidence for their appeal. The AVP/Dean of Students (or designee) shall investigate the grounds for the appeal and make a final determination to uphold the Board's decision or grant the appeal. The AVP/DOS may include additional requirements that must be met if an appeal is granted.

**POLICY HISTORY**

Effective: 2/20/25

Next required review: Annually

Revised: