



ASSOCIATED STUDENTS OF CAL STATE LA, INC.

Administrative Policies

POLICY 101 - Personnel Committee Code of Procedure

ARTICLE I

AUTHORITY AND FUNCTION

This Code shall articulate the purpose of the Personnel Committee of the Associated Students of California State University, Los Angeles, Incorporated (ASI). The Personnel Committee is a recommending body charged with the responsibility to review the corporation's employee policies, ensure a fair and equitable hiring practice, and assist in the hiring the full-time staff for the corporation.

In accordance with Title 5 of the Administrative Code of the State of California, Policy and Directives of the Board of Trustees of the California State University, Policies of the University, the Articles of Incorporation, and the ASI Bylaws, The Personnel Committee shall be charged with the authority to:

- A. Serve as an advisory committee for all matters concerning employees of the corporation.
- B. Make policy recommendations to the BOD on issues pertaining to ASI personnel.
- C. Make recommendations to the BOD regarding changes in the level of budgetary support for employee compensation and benefits.
- D. Hear recommendations from the Executive Director regarding the staffing structure and needs of ASI and approve recommendations for the creation of new full-time staff positions.
- E. Serve as the search committee for all full-time professional employees of ASI or delegate search functions to the Executive Director.
- F. Assist the ASI President and the AVP/Dean of Students in conducting the annual performance review of the ASI Executive Director.
- G. Make recommendations for the hiring and termination of the Executive Director to the Board and the University President.

ARTICLE II

MEMBERSHIP

Section 1- Membership

The Personnel Committee shall be composed of:

- A. ASI Executive Vice President, who shall serve as Chair
- B. ASI President
- C. ASI Vice President for Community Engagement
- D. ASI Vice President for University Affairs
- E. ASI Vice President for Finance
- F. ASI Vice President for External Affairs
- G. Two (2) members of the BOD selected by the ASI President and approved with a simple majority consent of the BOD
- H. ASI Executive Director (advisor)
- I. University President or designee (advisor)

Section 2 – Quorum

Quorum shall be defined as a simple majority of the seated voting membership of the Personnel Committee.

Section 3 – Responsibilities of the Chair

- A. The Chair shall, with the ASI Executive Director, establish the agendas for the Personnel Committee.
- B. The Chair shall record and submit the minutes of the Committee meetings.
- C. The Chair shall report on the actions and recommendations of the Personnel Committee to the BOD and other standing committees, as needed.

Section 4 – Removal of Appointed Members

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

ARTICLE III

MEETINGS

Section 1 – General Meetings

The Personnel Committee shall meet at least once a month and may be called more often as needed.

Section 2 – Special and Emergency Meetings

The Personnel Committee may meet on a special and emergency basis. When a special meeting is necessary, the Chair shall call the meeting through written notice to all members no less than twenty-four (24) hours prior to the meeting. In the case of an emergency involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, a legislative body may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement, or both.

Emergency situations are defined in the Gloria Romero Open Meeting Act of 2000. An emergency meeting may be called by the Chair, upon the recommendation of the Executive Director, or through a request by three (3) voting members of the Committee.

ARTICLE IV

AMENDMENTS

Proposed amendments to these codes shall be reviewed and voted upon by the Personnel Committee, then a recommendation shall be forwarded to the Board of Directors for final approval with a 2/3 vote to confirm the amendments.

Policy History:

Approved:	January 1967	Amended:	March 1998
Amended:	December 1971	Recodified:	May 1999
Amended:	April 1972	Amended:	April 2001
Amended:	June 1977	Amended:	November 2009
Amended:	April 1980	Amended:	February 28, 2013
Amended:	March 1982	Amended:	October 8, 2015
Amended:	April 1982	Amended:	September 7, 2017
Amended:	October 1982	Amended:	August 24, 2023
Amended:	April 1973	Amended:	September 4, 2025
Amended:	November 1988	Amended:	July 13, 2026