

**THE  
COMMITTEE CODES  
OF THE  
ASSOCIATED STUDENTS, INC.  
OF  
CALIFORNIA STATE UNIVERSITY,  
EAST BAY**

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# CONTENTS

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CSU EAST BAY, ASSOCIATED STUDENTS INC. (ASI)  
**Executive Committee Code**

1. Name

The name of this committee shall be the Executive Committee. This committee is a standing committee of ASI.

2. Purpose and Duties

The Executive Committee is a steering committee of the Board of Directors and shall report all actions to the next meeting of the Board of Directors. The purpose and duties of the Executive Committee shall be to:

Serve and represent the Board of Directors in regards to all external entities campus and statewide.

Review business before Associated Students, Inc. and assign it to standing, regular or ad-hoc committees for action.

Serve in an advisory capacity to all committees within the corporation on budget matters and resource allocations.

Develop and manage pilot programs to expand services and opportunities offered by ASI.

Review and monitor the progress of the annual goals of the corporation.

Disseminate information from the CSSA and recommend ASI involvement in statewide issues.

Determine business to be discussed during the full Board Meeting during open and closed sessions.

From June 1<sup>st</sup>, the beginning of the fiscal year of CSUEB, to the end of the summer quarter. The Executive Committee shall have the power and duty:

To govern the operation of ASI and to approve policies and procedures consistent with the Articles of Incorporation, these Bylaws, the laws of the State of California, and/or the policies of the California State University and California State University, East Bay.

To maintain and follow the ASI Administrative Manual which outlines the policies, procedures, and processes under which the ASI Board Members, ASI Staff, and ASI Committees must operate.



The Executive Committee shall meet bi-weekly during the academic year. A calendar of meeting dates, agendas and minutes will be posted and are available at all times. Meetings shall be conducted in accordance with Robert's Rules of Order, the ASI Standing Rules, where applicable, and the Education Code, Sections 89920 through 89928.

#### 6. Enactment

This Executive Committee Code shall become effective upon final passage by ASI Board of Directors, and upon the signature of the ASI President/CEO of ~~the~~ ASI Board of Directors] Mitth #th t2

CSU EAST BAY, ASSOCIATED STUDENTS INC. (ASI)

**Personnel Committee Code**

1. Name

The name of this committee shall be the Personnel Committee. This committee is a standing committee of ASI.

2. Purpose and Duties

The Personnel Committee is responsible for planning, overseeing, and carrying out the corporation'

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Other voting members of the Personnel Committee will include:

The ASI President/CEO

The ASI Vice President of Finance/CFO

The ASI Vice President of Communications

The ASI Vice President of University Affairs

The ASI Chair of the Board

The CSUEB President's Designee

The Executive Director of Associated Students, Inc, shall act as non-voting advisors of the Personnel Committee for all matters except those relating to his/her employment.

The Associate Director of Associated Students, Inc, shall act as non-voting advisors of the Personnel Committee for all matters except those relating to his/her employment.

Committee terms shall be one (1) year, consistent with Article VIII, Section 4 of the ASI Bylaws (Approved by Referendum May 2008).

#### 4. Quorum

Fifty percent of the membership shall constitute a quorum. Quorum must be present at all meetings of the committee, and must include either the Chair or the Vice Chair of the Committee must be present for committee business to proceed.

#### 5. Meetings

The ASI Personnel Committee shall meet as needed during the academic year. A calendar of meeting dates, agendas and minutes will be posted and be available at all times. Meetings shall be conducted in accordance with Robert's Rules of Order, the ASI Standing Rules, where applicable, and the Education Code, Sections 89920 through 89928.

#### 6. Enactment

This ASI Personnel Committee Code shall become effective upon final passage by ASI Board of Directors, and upon the signature of the ASI President/CEO of the ASI Board of Directors. The Committee Code supersedes all previous legislation pertaining to this body and any such legislation currently in effect is hereby repealed.

CSU EAST BAY, ASSOCIATED STUDENTS INC. (ASI)  
**Audit Committee Code**

1. Name

The name of this committee shall be the Audit Charter Committee. This



Consider the effectiveness of the company's internal control over annual and interim financial reporting, including information technology security and control. Understand the scope of internal and external auditors' review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.

**Internal Audit:**

Review with management and the internal audit director the charter, plans, activities, staffing, and organizational structure of the internal audit function.

Ensure there are no unjustified restrictions or limitations, and review and concur in the appointment, replacement or dismissal of the internal audit director.

Review the effectiveness of the internal audit function, including compliance with the Institute of Internal Auditors' Standards for the Professional Practice of Internal Auditing.

On a regular basis, meet separately with the director of internal audit to discuss any matters that the committee or internal audit believes should be discussed privately.

**External Audit:**

Review external auditors' proposed audit scope and approach, including coordination of audit effort with internal audit.

Review the performance of the external auditors, and exercise final approval on the appointment or discharge of the auditors.

Review and confirm the independence of the external



The Audit Committee will meet at least twice a year or as needed, with authority to convene additional meetings, as circumstances require. All committee members are expected to attend each meeting, in person or via telephone or videoconference. The committee will invite members of management, auditors, or others to attend meetings and provide pertinent information, as necessary. It will hold private meetings with auditors and executive

CSU EAST BAY, ASSOCIATED STUDENTS INC. (ASI)  
**Finance Committee Code**

1. Name

The name of this committee shall be the Finance Committee. This committee is a standing committee of ASI.

2. Purpose and Duties:

The Finance Committee assumes the responsibility for overseeing and managing the overall financial aspects of the corporation. The purpose and duties of the Finance Committee shall be to:

Report the year-end fiscal audit process for the corporation.

Develop and recommend policies and procedures to the board for the use of funds across the organization in coordination with the Executive Director and lead accountant, only when needed.

Participate in the preparation of budget revisions and the annual budget recommendations and forward the recommendations to the Board.

Develop and recommend policies and procedures for student club and orgs funding, .

Review club and organization funding requests.

Research and implement initiatives for fundraising and cost savings.

Actions of the Finance Committee are subject to approval by the Board of Directors.

3. Membership:

The Vice President of Finance of the Board of Directors shall chair the Finance Committee.

The following representatives are included in membership of the Committee with voting privileges as noted:

Two to Four (2-4) students-at-large recommended by the Chair and appointed by the Personnel Committee shall serve as voting members (one of which shall serve as the Vice Chair of this committee).

ASI President/CEO or their designee shall serve as a non-voting advisor,

Representative appointed by the University President,

The Vice Chair of the Finance Committee shall be elected by the voting membership of the committee,

Associated Students, Inc. Executive Director shall serve as a non-voting member of the committee,

Associated Students, Inc. Budget Analyst shall serve as a non-voting member of the committee,

The Director of Student Life and Leadership Programs (or designee) shall serve as a non-voting member of the committee,

Committee terms shall be one (1) year, consistent with Article VIII, Section 4 of the ASI Bylaws

CSU EAST BAY, ASSOCIATED STUDENTS INC. (ASI)  
**Internal Affairs Committee Code**

1. Name

The name of this committee shall be the Internal Affairs Committee. This committee is a standing committee of ASI.

2. Purpose and Duties

The Internal Affairs Committee is responsible for overseeing and disseminating information of all student activities presented and sponsored by the corporation. The purpose and duties of the ASI Internal Committee shall be to:

Disseminate information to the Board and Senate on all activities, actions, and student services.

Organize all ASI Ad-hoc Committees established by the Board of Directors.

Assist the Executive Director with developing, maintaining, and reviewing policies, procedures, and any requirements that are expected to be completed for the organization.

Review all past and present policies, as well as make recommendations on internal ASI documents and policies.

3. Membership

The Vice President of Communications of the Board of Directors shall chair the



CSU EAST BAY, ASSOCIATED STUDENTS INC. (ASI)  
**University Affairs Committee Code**

I. Name

The name of this committee shall be the University Affairs Committee. This committee is a standing committee of ASI.

II. Purpose and Duties

The University Affairs committee is responsible for creating, supervising, and carrying out the policies of ASI in regards to entities external to it. The purpose and duties of this committee shall be to:

Address issues concerning students with the University, faculty and external entities to the CSUEB Campus.

Work closely with the CSUEB Foundation Board, the Academic Senate and the University Administration to advance students' issues.

Provide communication between the organizations and participate in ongoing planning and activities.

Capture the student voice in order to make recommendations to the ASI Board of Directors.

III. Membership

The Vice President of University Affairs of the Board of Directors shall chair the University Affairs Committee and shall be a voting member.

Other voting members of the University Affairs Committee will include:

Two to Three (2-3) students-at-large recommended by the Chair and appointed by the Personnel Committee shall serve as voting members (one of which shall serve as the Vice Chair of this committee).

One Senator of the College of Letters, Arts, and Social Sciences,  
One Senator of the College of Business, and  
One Senator of the College of Education and Allied Studies, shall t/EE  
the Senator of the College of Science,



the Director of the Concord Campus,

CSU EAST BAY, ASSOCIATED STUDENTS INC. (ASI)  
**Legislative Affairs Committee Code**

1. Name

The name of this committee shall be the Legislative Affairs Committee. This committee is a standing committee of ASI.

2. Purpose and Duties

The Legislative Affairs Committee is responsible for planning, overseeing,

The ASI Director of Legislative Affairs of the Board of Directors shall chair the Legislative Affairs Committee.

The University Director of Governmental Relations or a representative appointed by the University President shall serve as an advisor of the Legislative Affairs Committee.

Other voting members of the Legislative Affairs Committee will include:

Four to Eight (4-8) students-at-large recommended by the Chair and appointed by the ASI Personnel Committee shall serve as voting members (one of which shall serve as the Vice Chair of this committee),

ASI Vice President of University Affairs shall serve as a non-voting advisor.

The University Director of Governmental Relations shall serve as a non-voting advisor

Committee terms shall be one (1) year, consistent with Article VIII, Section 4 of the ASI Bylaws (Approved by Referendum May 2008).

#### 4. Quorum

Fifty percent of the membership shall constitute a quorum. Quorum must be present at all meetings of the committee, and must include either the Chair or the Vice Chair of the Committee must be present for committee business to proceed.

#### 5. Meetings

The ASI Legislative Affairs Committee shall meet at least once a month during the academic year. A calendar of meeting dates, agendas and minutes will be posted and are available at all times. Meetings shall be conducted ~~by~~ ~~the~~ ~~Chair~~ ~~and~~ ~~the~~ ~~Vice~~ ~~Chair~~ ~~of~~ ~~the~~ ~~Committee~~ ~~and~~ ~~the~~ ~~minutes~~ ~~shall~~ ~~be~~ ~~posted~~ ~~and~~ ~~are~~ ~~available~~ ~~at~~ ~~all~~ ~~times~~.

Alleged violations of the above Article V will be evaluated by the Director of Legislative Affairs and recommended to the Personnel Committee.

If the ASI Legislative Affairs Committee determines that any of the officers of the ASI Legislative Affairs have violated Article V, he/she may be excluded from the ASI Legislative Affairs by a vote of the

CSU East Bay Associated Students Inc. (ASI)  
**Lobby Corps Committee Code**

1. Name

The name of this committee shall be the Lobby Corps Committee. This is a sub-committee of the ASI Legislative Affairs Committee.

2. Purpose and Duties

The purpose of this sub-committee is to promote the education and practice of lobbying elected officials on issues deemed important by the membership and legislative affairs committee.

Special attention shall be given to issues with specific interest to students, such as the cost of tuition and system wide policies. The duties of the ASI Lobby Corps Sub-Committee shall be to:

Responsible for lobbying and organizing students to lobby officials at the local, state, and federal levels of government.

Inform the CSU East Bay (CSUEB) student community concerning legislation, issues and policies affecting higher education through tabling, class presentations, workshops, open forums, fliers, newsletters, email, social media, and articles in the campus newspaper.

Coordinate events/rallies demonstrations, as appropriate, on issues and concerns affecting students, in cooperation with the ASI Legislative Affairs Committee.

Shall be responsible for choosing a municipality and staying current with the events and legislation of that area.

Members may be responsible for areas including, but not limited to, Hayward, Oakland, San Leandro, Fremont, and the County of Alameda.

3. Membership

The ASI Director of Legislative Affairs of the ASI Board of Directors shall be the Chair of the ASI Lobby Corps Committee and shall serve as a non-voting member.

Other Voting members of the ASI Lobby Corps Committee will include:

Four to Eight (4-8) students-at-large recommended by the Chair and appointed by the ASI Personnel Committee shall serve as voting members (one of which shall serve as the



This ASI Lobby Corps Committee Code shall become effective upon final passage by ASI Board of Directors, and upon the signature of the ASI President/CEO of the ASI Board of Directors. The Committee Code supersedes all previous legislation pertaining to this body and any such legislation currently in effect is hereby repealed.

CSU EAST BAY, ASSOCIATED STUDENTS INC. (ASI)  
**Concord Campus Committee Code**

1. Name

The name of this committee shall be the Concord Campus Committee. This committee is a standing committee of ASI.

2. Purpose and Duties

The Concord Campus Committee is responsible for overseeing and disseminating all ASI related information to the Concord Campus. This committee will work closely with the University administration to ensure that the needs of Concord Campus students are met in a satisfactory manner. The purpose and duties of the Concord Campus Committee shall be to:

Recommend quarterly events to be organized at the Concord Campus.

Serve in an advisory capacity in budget and fiscal matters related to Concord funding to the ASI Board of Directors.

Serve as ambassadors to all Concord Campus Students.

Organize events to build relationships between Concord and Hayward Student Body.

3. Membership

The Director of Concord Campus of the Board of Directors shall chair the Concord Campus Committee.

The following representatives are included in membership of the Committee with voting privileges as noted:

Three to Five (3-5) students-at-large recommended by the Chair and appointed by the Personnel Committee shall serve as voting members (one of which shall serve as the Vice Chair of this committee).

A University representative from the Concord Campus shall serve as a non-voting member of the Concord Campus Committee.

A member of the ASI Executive Committee shall serve as a non-voting advisor.

Committee terms shall be one (1) year, consistent with Article VIII, Section 4 of the Bylaws (Approved by Referendum May 2009).



#### 4. Quorum

Fifty percent of the membership shall constitute a quorum. Quorum must be present at all meetings of the committee, and must include either the Chair or the Vice Chair of the Committee must be present for committee business to proceed.

#### 5. Meetings

The Concord Campus Committee shall meet at least once a month during the academic year. A calendar of meeting\$

CSU EAST BAY, ASSOCIATED STUDENTS INC. (ASI)  
**Sustainability Affairs Committee Code**

1. Name

The name of this committee shall be the Sustainability Affairs Committee. This committee is a standing committee of ASI.

2. Purpose and Duties

The Sustainability Affairs Committee's purpose and duties involve the promotion of environmental awareness in the campus community, partnering with University staff and faculty as well as the Facilities and Operations Department. The committee shall work to develop student programs geared toward the advancement of sustainability on campus. Other duties of the Sustainability Affairs Committee shall be to:

Poll students on issues of sustainability.

Promote awareness of campus sustainability efforts through a variety of methods (i.e. social media, tabling, and campus events).

Develop and maintain partnerships with the University to support environmental sustainability projects.

Develop and maintain strategies and policies to increase ASI's sustainability performance and reduce the environmental impact of ASI.

Report to the Board of Directors on matters of sustainability.

3. Membership

The Director of Sustainability Affairs of the Board of Directors shall chair the Sustainability Affairs Committee.

The following representatives are included in membership of the Committee with voting privileges as noted:

Two to Four (2-4) students-at-large recommended by the Chair and appointed by the Personnel Committee shall serve as voting members (one of which shall serve as the Vice Chair of this committee).

The Director of Sustainability from the Office of Sustainability shall serve as a non-voting advisor to the Sustainability Affairs Committee.

A member of the ASI Executive Committee shall serve as a non-voting advisor.

Committee terms shall be one (1) year, consistent with Article VIII, Section 4 of the ASI Bylaws (Approved by Referendum May 2008).

#### 4. Quorum

Fifty percent of the membership shall constitute a quorum. Quorum must be present at all meetings of the committee, and must include either the Chair or the Vice Chair of the Committee must be present for committee business to proceed.

#### 5. Meetings

The Sustainability Affairs Committee shall meet at least once a month during the academic year. A calendar of meeting dates, agendas and minutes will be posted and are available at all times. Meetings shall be conducted in accordance with Robert's Rules of Order, the ASI Standing Rules, where applicable, and the Education Code, Sections 89920 through 89928.

#### 6. Enactment

This Sustainability Affairs Committee Code shall become effective upon final passage by ASI Board of Directors, and upon the signature of the ASI President/CEO of the ASI Board of Directors. The Committee Code supersedes all previous legislation pertaining to this body and any such legislation currently in effect is hereby repealed.

CSU EAST BAY, ASSOCIATED STUDENTS INC. (ASI)  
**Programming Council Code**

1. Name:

The name of this committee shall be the Programming Council, and will exist in place of the University Union and Wellness Committees. This committee will be a standing Committee of ASI.

2. Purpose and Duties

The Programming Council shall work with representatives of all ASI programming departments to set the vision for events. This group will also regularly poll the opinion of students for their desired programs and services. The program council members and volunteers will work in concert with advisors and select staff to plan and deliver various events and activities within the budget parameters set by the ASI Board of Directors. This committee will meet at least twice a month during the academic year. The purpose of this committee is to:

Poll students from all areas of campus on the types of events and activities they would like to see ASI support and/or provide.

Report regularly to the Board of Directors on all events and activities held in ASI.

Work with staff and advisors to set the priority of the next fiscal year's activity calendar.

3. Membership

The Director of Programming Council of the Board of Directors shall chair the Programming Council.

The Director of Wellness shall be the Vice Chair of the Programming Council.

Four to Six (4-6) students shall be appointed and recommended by the Chair and Vice Chair and appointed by the Personnel Committee,

A member of Executive Committee shall serve as a non-voting advisor on the Programming Council,

The ASI Associate Director, ASI Presents Manager, ASI Presents Student Lead, Athletic Department Liaison, and Programming Representative from the Division of Student Affairs shall serve as non-voting advisors on the Programming Council.

Committee terms shall be one (1) year, consistent with Article VIII, Section 4 of the ASI Bylaws (Approved by Referendum May 2008).

#### 4. Quorum

Fifty percent of the membership shall constitute a quorum. Quorum must be present at all meetings of the committee, and must include either the Chair or the Vice Chair of the Committee must be present for committee business to proceed.

#### 5. Meetings

The Programming Council shall meet at least twice

CSU EAST BAY, ASSOCIATED STUDENTS INC. (ASI)  
**Elections Committee Code**

1. Name

The name of the committee shall be the Elections Committee. This committee is a regular committee of ASI.

Please refer to the Election Committee Codes, separate document.

2. Purpose and Duties

The Elections Committee shall govern the rules, procedures, and guidelines of all Associated Students, Inc. (ASI) corporate elections. It is responsibility of the Elections Committee to guarantee fair, just and equitable elections:

Please refer to the Election Committee Codes, separate document.

The Elections Committee shall provide non-partisan publicity for the election. Publicity shall begin at least one (1) week before eligibility opens. The Committee shall make public the rules and regulations regarding campaigning, polling, eligibility, ballots, and general elections procedures. Members of the Elections Committee shall refrain from campaigning on behalf of any candidate or issue appearing on the ballot.

The Committee shall set deadlines for candidacy, campaigning and polling. The Committee shall organize elections and shall encourage voter participation through legal acceptable means.

The Committee shall recruit and supervise an election staff for assistance in the set up and operations of elections. The Committee shall maintain an impartial attitude toward the elections and shall be prohibited from privately discussing election issues.

The Committee shall inform the Board of Directors of any changes to the Elections Code, the timeline or any changes to the election process, all within the Chair's report to the Board.

Please refer to the Election Code, separate document.

3. Membership



Please refer to the Election Code<sup>3</sup>, separate document.

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<sup>3</sup> California State University, East Bay Associated Students, Incorporated. *Elections Code*.



Revised by Executive Committee 6/10/2019

Revised by Board of Directors 5/5/2020

Approved On: Wednesday, May 5, 2021

ASI President/CEO does hereby [ ] approves / [ ] refuses to approve this Committee Codefuses



# THE COMMITTEE CODES OF THE ASSOCIATED STUDENTS, INC. OF CALIFORNIA STATE UNIVERSITY, EAST BAY

Final Audit Report

2021-05-28

Created: 2021-05-10