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PREAMBLE

We, the students of California State University, East Bay, in order to promote educational, social, and cultural opportunities, to govern and finance student activities, to facilitate participation in the University community, do hereby adopt and establish this administration manual as the official guide in the day to day operations for Associated Students Inc.

Article I: OFFICERS, DIRECTORS, AND SENATORS RESPONSIBILITIES

Section 1:
The corporate powers, business and affairs of Associated Students, Inc. shall be exercised, controlled, and conducted by the Board of Directors. The authorized number of Directors shall be composed of fourteen (14) people.

(b) Chair of the Corporation
1. Chair (1)

(c) Officers of the Corporation
2. President – CEO (1)
3. Executive Vice President - Chief of Staff (1)
4. Vice President of Finance - CFO (1)
5. Vice President of Communications (1)
6. Vice President of University Affairs (1)

(d) Directors of the Corporation
7. Director of Legislative Affairs (1)
8. Director of Programming Council (1)
9. Director of Sustainability Affairs (1)
10. Director of Concord Campus (1)
11. Director of Wellness (1)

(e) Senators of the Corporation
12. Senator of College of Business & Economics (1)
13. Senator of College of Education & Allied Studies (1)
14. Senator of College of Letters, Arts, & Social Sciences (1)
15. Senator of College of Science (1)
16. Senator of Diversity (1) - Effective Fall 2016
17. Senator of International Students (1) - Effective Fall 2016
18. Senator of Transfer Students (1) - Effective Fall 2016
19. Senator of Commuter Students (1) - Effective Fall 2016
20. Senator-at-Large (1) Effective Fall 2016
21. Senator of Greek Life (1) - Effective Fall 2018
22. Senator of Alumni Relations (1) - Effective Fall 2018
23. Senator of Residence Life (1) - Effective Fall 2018
24. Senator of Athletics (1) - Effective Fall 2018
25. Senator of Online Students (1) - Effective Fall 2018

Section 2:
Duties and Responsibilities of Officers, Directors, and Senators
Along with any specifics contained herein, Officers/Directors shall be required to adhere to the ASI Board of Directors Administrative Manual guidelines and regulations.

a) Chair of the Board:
- Shall understand Robert’s Rules and train the board on Robert’s Rules.
- Shall be present at all Board Meetings.
- Serve as the Co-Chair of the Senate.
- Serve as a non-voting advisor to the Internal Affairs Committee.

b) President/CEO
- Shall be responsible for following up on previous legislation and actions passed by the previous board if there are no conflicts on such actions.
- Shall serve as an ex-officio member or appoint a designee on all ASI standing committees.
- Shall disseminate all necessary information to all other executives enabling them to carry out the functions of their respective offices.
- Shall meet with the Vice Presidents and the Director of Legislative Affairs of Associated Students, Inc. on a once a month basis
- Shall ensure that all contractual agreements, including memorandums of understanding/agreements, to be entered into by the Board of Directors have been placed on the agenda for the Board of Directors meeting. Such understandings/agreements shall have been approved by the majority at said meeting, having met quorum; and be reflected in the minutes, and on file, of said meeting.
- Shall co-sign, with the ASI Executive Director, all contractual agreements to be entered into by the Board of Directors.
- Shall serve as Vice Chair of the Personnel Committee.
- Shall serve as a trustee for the Foundation Board.
- Shall meet with the Executive Director on a weekly basis.
- Shall report to the Board of Directors about California State Student Association on a monthly basis.
- Shall serve on the Semester Conversion Steering Committee as a voting member.
- Shall serve on the Campus Sustainability Committee as a voting member.
- Shall serve on the Affordable Learning Solutions Committee as a voting member.
- Shall serve on the Athletics’ Council as a voting member.
- Shall serve on the A2E2 Committee as a voting member.
- Shall serve on the Diversity Council as a voting member.
- Refer to the Bylaws for more duties and responsibilities.
c) Executive Vice President / Chief of Staff
   - Shall assume all duties pertinent to the chief of staff of the organization.
   - Shall inform and recruit participation on student leadership conferences.
   - Shall announce board/committee vacancies and publicly solicit applications on ASI/campus media in compliance with the State of California Title 5 with the help of Staff.
   - Shall determine the application period for vacancies, which shall be a minimum of two (2) weeks, in addition to the frequency and method of advertisement. Once the application period has been established, the ASI Executive Vice President shall report the process to fill vacancies by the rules committee to the Board of Directors.
   - Shall coordinate appointments to University Wide Committees.
   - Shall establish a method to communicate with student representatives on University wide committees after appointment by the Board of Directors and reporting on their behalf.
   - Shall preside over the evaluation process as the Chair of Personnel.
   - Shall oversee the process and planning of the Fall and Spring Retreats.
   - Shall serve on A2E2 as a voting member.
   - Shall meet with the Board of Directors on a monthly basis.
   - Shall meet the ASI President on a weekly basis.
   - Shall work with the ASI President/CEO on creating task list for the Board Members.
   - Shall serve as Vice Chair on the Executive Committee.
   - Shall serve on the Foundation Board as a voting member.
   - Refer to the Bylaws for more duties and responsibilities.

d) Vice President of Finance / CFO
   - Shall serve as a voting member on the Executive and Personnel Committees.
   - Shall serve as a voting member of the Campus Fee Advisory Committee.
   - Shall serve as the Associated Students, Inc. representative on the University Budget Committee or designate an appointee with the approval of the ASI President.
   - Shall coordinate the annual budget process for Associated Students, Inc., including the referendum areas and student organization funding.
   - Shall receive training on the fiscal operation and budgetary nature of the Associated Students, Inc.
   - Shall be a voting member of the Board of Directors.
   - Shall keep the Board of Directors informed of all student activities presented and sponsored by ASI.
   - Shall serve as a liaison to the Clubs and Organizations.
   - Shall serve on A2E2 as a voting member.
   - Shall serve on the Foundation Board as a voting member.
   - Shall update the Club Funding Policy prior to the beginning of the Academic School year.
   - Shall work closely with the Budget Analyst.
   - Refer to the Bylaws for more duties and responsibilities.

e) Vice President of Communications:
• Shall serve or designate a student representative to serve on the University wide planning committee.
• Shall serve as a voting member on the Executive and Personnel Committees.
• Shall obtain attendance records from the Board Administrative Assistant for all Board of Directors and committee meetings.
• Shall forward all attendance reports to the Executive Vice President/Chief of Staff at the end of each month.
• Shall inform the Board of Directors of the actions in regards to ongoing and ASI Board of Directors initiatives and student services operations.
• Shall organize (in collaboration with the Chair) all ASI ad-hoc Committees.
• Shall oversee the ASI Newsletter.
• Shall assist all committees in publicizing all necessary events, legislation, enacted by said committees for ASI.
• Shall serve on A2E2 as a voting member.
• Shall work closely with the ASI Communications Department.
• Shall organize the annual ASI End of the Year Banquet.
• Refer to the Bylaws for more duties and responsibilities.

f) **Vice President of University Affairs:**
• Shall serve as a voting member on Executive and Personnel Committee.
• Shall serve as the student representative on the Fairness Hearing Committee.
• Shall have oversight on the It’s On Us and Hey, Be Nice Campaign
• Shall serve on A2E2 as a voting member.
• Shall co-chair the ASI Senate.
• Shall work with the ASI Executive Vice President/Chief-of-Staff and Chair to appoint the Senate
• Refer to the Bylaws for more duties and responsibilities.

g) **Director of Legislative Affairs**
• Shall submit a report on said legislation to the President and to the Board of Directors.
• Shall submit recommendations concerning policies, issues and legislation affecting students of CSUEB and higher education.
• Shall attend City of Hayward Council Meetings.
• Shall provide a report on Hayward Council Meetings, which will be posted online.
• Shall work closely with the President/CEO and Vice President of University Affairs, in regards to CSSA.
• Shall inform the Board on any Bills/Policies affecting CSUEB or the CSU.
• Refer to the Bylaws for more duties and responsibilities.

h) **Director of Programming Council**
• Shall work closely with ASI Associate Director.
• Shall serve as a non-voting advisor to the ASI Senate.
• Shall develop a signature event.
• Shall serve on the Homecoming Committee
• Shall work closely with all committees, in order to help with the planning of any event.
• Shall work closely with the Director of Wellness.
• Refer to the Bylaws for more duties and responsibilities.

i) Director of Sustainability Affairs
• Shall ensure active participation in environmental and sustainability affairs on campus
• Shall report all findings and activities in the end of the year campus sustainability report to the Board of Directors
• Shall coordinate with the various departments on campus to provide various environmental and sustainable programs.
• Shall work with facilities to implement a yearlong energy services infrastructure improvement including but not limited to heating upgrade, energy management system replacement, lighting retrofit, and water conservation.
• Shall actively participate and report on sustainability conferences.
• Shall serve on the Campus Sustainability Committee.
• Shall plan and execute the ASI Earth Day festivities.
• Shall work closely with the Office of Sustainability.
• Refer to the Bylaws for more duties and responsibilities.

j) Director of Concord Campus:
• Shall work closely with Concord Campus staff.
• Shall meet with the President/CEO on a monthly basis.
• Shall work ASI’s Associate Director.
• Shall work with Programming Council, to ensure event planning is successful and well executed.
• Refer to the Bylaws for more duties and responsibilities.

k) Director of Wellness:
• Shall work closely with PAW and SHAC.
• Shall develop events that raise awareness to Health and Wellness.
• Shall work with the Athletics Advisor to oversee the Pioneer Pack.
• Shall serve on SHAC as a voting member
• Shall serve on the Hope Advisory Committee.
• Shall serve on ATOD as a voting member.
• Refer to the Bylaws for more duties and responsibilities.

l) Senators of Academic Colleges:
• Shall represent students’ concerns in matters pertaining to their colleges and convey reports back to the ASI Board of Directors, and when necessary further investigate these matters.
• Shall meet monthly with the Dean of their respective Colleges, interact with the Associate Deans of their College and department chairs.
• Shall table outside of their respective colleges in regards to the ASI Code of Conduct.
• Shall attend at least one University wide Committee
• Shall work with clubs and organizations affiliated with their colleges.
• Shall work closely with the Vice President of University Affairs.
• Shall serve as voting members of the ASI Senate.
• Shall serve as Academic Senator and attend the Academic Senate meetings.
• Refer to the Bylaws for more duties and responsibilities.

m) Senator of Diversity
• Shall represent students' concerns in matters pertaining to diversity throughout the California State University, East Bay.
• Shall be any student-at-large at CSU East Bay.
• Shall serve as a voting member on the ASI Senate.
• Shall work closely with the University Diversity Officer and the Diversity and Inclusion Student Center.
• Shall report to and work closely with the Co-Chairs of the ASI Senate.
• Shall create resolutions and policies that pertain to the diverse bodies at California State University, East Bay and the East Bay community.
• Shall have the authority to hold an event(s) pertaining to diversity.
• Shall attend committee meetings pertaining to diversity on the CSUEB campus.

n) Senator of International Students:
• Shall represent students' concerns in matters pertaining to all international students.
• Shall be an international student at CSU East Bay.
• Shall serve as a voting member on the ASI Senate.
• Shall work closely with the International Admission Office.
• Shall report to and work closely with the Co-Chairs of the ASI Senate.
• Shall keep an open communication with clubs and organizations that are affiliated with a multi-international backgrounds.
• Shall create resolutions and policies that pertain to international students at California State University, East Bay and the East Bay community.
• Shall have the authority to hold an event(s) pertaining to international students.
• Shall attend committee meetings pertaining to international students on the CSUEB campus.

o) Senator of Transfer Students:
• Shall represent students' concerns in matters pertaining to all transfer students.
• Shall serve as a voting member on the ASI Senate.
• Shall be a transfer student at CSU East Bay.
• Shall work closely with Academic Advising and Career Education (AACE) and all clubs and organizations that are affiliated with transfer students.
• Shall report to and work closely with the Co-Chairs of the ASI Senate.
• Shall keep an open communication with local community colleges.
- Shall create resolutions and policies that pertain to the transfer students at California State University, East Bay and the East Bay community.
- Shall have the authority to hold an event(s) pertaining to transfer students.
- Shall attend committee meetings pertaining to transfer students on the CSUEB campus.

p) Senator of Commuter Students:
- Shall represent students’ concerns in public matters pertaining to all commuter students, such as students who use public transportation (i.e. BART, AC Transit, CSUEB Shuttle, etc.).
- Shall serve as a voting member on the ASI Senate.
- Shall be a student that commutes to CSU East Bay.
- Shall work closely with the Office of Parking & Alternative Transportation Services.
- Shall report to and work closely with the Co-Chairs of the ASI Senate.
- Shall create resolutions and policies that pertain to the commuter students at California State University, East Bay and the East Bay community.
- Shall have the authority to hold an event(s) pertaining to commuter students (i.e. commuter day, etc.).
- Shall attend committee meetings pertaining to commuter students on the CSUEB campus.

q) Senator of Greek Life:
- Shall represent students’ concerns in matters pertaining to Greek Life.
- Shall serve as a voting member on the ASI Senate.
- Shall be a member of the Greek community at CSU East Bay.
- Shall report to and work closely with the Co-Chairs of the ASI Senate.
- Shall communicate with Greek Council and attend Greek Council Meetings.
- Shall work with the Greek Life Advisor and Student Life and Leadership.
- Shall create resolutions and policies that pertain to greek life at California State University, East Bay and the East Bay community.
- Shall have the authority to hold an event(s) pertaining to Greek life on campus.
- Shall attend committee meetings pertaining to Greek life on the CSUEB campus.

r) Senator of Residence Life:
- Shall represent students’ concerns in matters pertaining to Housing.
- Shall serve as a voting member on the ASI Senate.
- Shall be a student currently living in student housing at CSU East Bay.
- Shall report to and work closely with the Co-Chairs of the ASI Senate.
- Shall work with Office of Student Housing & Residence Life.
- Shall attend the Area Council and RHA meetings.
- Shall create resolutions and policies that pertain to residence life at California State University, East Bay and the East Bay community.
• Shall have the authority to hold an event(s) pertaining to residence life.
• Shall attend committee meetings pertaining to residence life on the CSUEB campus.

s) Senator of Athletics:
• Shall represent students' concerns in matters pertaining to Athletics.
• Shall serve as a voting member on the ASI Senate.
• Shall be a current student-athlete at CSU East Bay.
• Shall report to and work closely with the Co-Chairs of the ASI Senate.
• Shall communicate with a Staff/Admin. from the Athletics Department.
• Shall encourage students to attend all Athletic Sporting Events.
• Shall be apart of the Student-Athlete Advisory Council.
• Shall create resolutions and policies that pertain to athletics at California State University, East Bay and the East Bay community.
• Shall work closely with the Programming Council committee to hold tailgates for the athletics community.
• Shall attend committee meetings pertaining to athletics on the CSUEB campus.

t) Senator of Online Students:
• Shall be enrolled in at least one online course in a given semester.
• Shall represent students' concerns in matters pertaining to Online Education.
• Shall serve as a voting member on the ASI Senate.
• Shall report to and work closely with the Co-Chairs of the ASI Senate.
• Shall communicate with the Office of the Online Campus.

u) Senator of Alumni Relations:
• Shall work closely with CSUEB Alumni Association with the goal of strengthening the relationship between CSU Alumni and CSUEB Students.
• Shall serve as a voting member on the ASI Senate.
• Shall report to and work closely with the Co-Chairs of the ASI Senate.
• Shall communicate with the Alumni Association.
• Shall serve as a member of the Alumni Association Board.
• Shall create resolutions and policies that pertain to alumni relations at California State University, East Bay and the East Bay community.
• Shall have the authority to hold an event(s) pertaining to alumni relations.
• Shall attend committee meetings pertaining to alumni relations on the CSUEB campus.

v) Senator-at-Large:
• Shall represent students' concerns in matters pertaining to all issues that affect their daily lives.
• Shall serve as a voting member on the ASI Senate.
• Shall report to and work closely with the Co-Chairs of the ASI Senate
• Shall create resolutions and policies for the betterment of all students at California State University, East Bay and the East Bay community.
• Shall have the authority to hold an event(s) for the betterment of all students at CSUEB.
• Shall sit on committees pertaining to the betterment of the students and/or the university.

ARTICLE II: COMMITTEES

There are two kinds of specialized committees for Associated Students Inc.

(i) Standing Committees – Eleven (11)
(ii) Regular Committees – One (1)

Section 1:
(a) Standing Committees (11)
Eleven standing committees must be maintained pursuant to ARTICLE IX, SECTION 1 of the established Bylaws

(i) Executive Committee
(ii) Personnel Committee
(iii) Finance Committee
(iv) Internal Affairs Committee
(v) University Affairs Committee
(vi) Programming Council Committee
(vii) Legislative Affairs Committee
(viii) Sustainability Affairs Committee
(ix) Lobby Corps Committee
(x) Concord Campus Committee
(xi) Audit Committee

(b) Regular Committees (1)
One regular committee must be maintained pursuant to ARTICLE IX, SECTION 1 of the established Bylaws

(i) Elections Committee

Section 2:
This section includes Committee Codes for all eleven (11) standing committees and one (1) Regular committee of the Associated Students Board of Directors.

All committee codes are located in the Committee Codes Document.

ARTICLE III: POLICIES AND PROCEDURES

Associated Students Inc maintains several policies and procedures which gives direction on the approved methods of conducting business for the organization.
Section I:
This section contains all policies and procedures approved by the Board of Directors of Associated Students Inc.. All Policies and Procedures are located on the ASI Website.

1. Audit Charter Committee Policy (2012)
3. Travel Policy (2012; revised 2014)
4. ASI Student Bill of Rights (2015)
5. ASI Code of Conduct (2016)
6. ASI Stipend Policy (2016; revised 2019)
7. ASI Social Media Policy (2016)
8. Agenda Policy (2016; revised 2019)
10. CSSA Voter Designation Form (2016)
11. Policy on Campus Advisory Committee (2016)
13. ASI FYI (First Year Internship) Program Policy (2017)
15. Policy on Nomination and Selection for ASI Chair to the Board of Directors (2017)
17. Policy on ASI Board and Senate Member Attendance (2017)
20. ASI Senate Policy on Finals Week (2019)

ARTICLE IV: RESOLUTIONS PASSED BY THE BOARD OF DIRECTORS, SENATE, & COMMITTEES

Section 1:
This section contains all Resolutions approved by the Board of Directors of Associated Students Inc.. In addition, all resolutions are located on the ASI Website.

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<th>Governing Body</th>
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<td>College Hour Resolution (1990-1991)</td>
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<td>BOD</td>
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<td>On $\frac{1}{2}$ Cent Education Tax (1992-1993)</td>
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<td>BOD</td>
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<td>Faculty Diversity (1993-1994)</td>
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5 BOD - Freedom to Choose Bookstore (1994-1995)
6 BOD - The Authority to Make Student Appointments (1994-1995)
7 BOD - Mandatory Community Service (1999-2000)
8 BOD - Support of the Hayward Master Plan (2007-2008)
9 BOD - Alternative Consultation to Raise Category I Fees for Division II at CSUEB (2007-2008)

2010-2011
10 BOD - Support of AB 540 Students and the Conditions that Promote their Access to a Quality Public Higher Education
11 BOD - Containing the Student Response to the Proposed A2E2 Fee
12 BOD - In Support of the Lesbian, Gay, Bi-Sexual, Transgender, and Queer/Questioning Student Life at the California State University, East Bay

2011-2012
13 Executive 1 Execution of the 2012 Operating Agreement Resolution
14 Internal Affairs 1 Audit Charter Committee Resolution
15 Internal Affairs 2 Travel Policy Resolution
16 Internal Affairs 3 P-Card Resolution

2012-2013
17 BOD 2 Adopt Flex Cash Benefit Policy

2013-2014
18 BOD 2 Modify Vacation Buyout
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<td>Adopt Conflict of Interest</td>
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<td>21</td>
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<td>Academic Advising</td>
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**2014-2015**

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<td>Resolution Establishing an Ad hoc ASI Committee for the College of CLASS</td>
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<td>Additional Funding for the CSU System</td>
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**2015-2016**

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<td>Support of Establishing a University Hour</td>
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<td>Support Open Course Evaluations</td>
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<td>Adding Students to the CSUEB Search and Review Committees</td>
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<td>Establishment of an ASI Senate</td>
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<td>Board of Directors Term Change</td>
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<td>Establishing a DREAMer Center and DREAMer Coordinator</td>
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**2016-2017**

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2017-2018

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<tr>
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2018-2019

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ASSOCIATED STUDENTS INC
CAL STATE EAST BAY

53 BOD 2 Implementation of a Grade Transparency Policy using BlackBoard
54 BOD 3 Retiring and Replacement of Pioneer Pete
55 BOD 4 Creation of a Digital Student Voice Box
56 BOD 5 Spring Semester BOD Meeting Times & Setting
57 BOD 6 Creation of a Sustainability Garden
58 BOD 7 Support of Preserving the Significance and Relative Placement of the Agora Stage
59 BOD 8 Regarding the Impact of the Government Shutdown on Students of CSUEB
60 BOD 9 Establishing the Standing Rules of the Associated Students, Inc. of California State University, East Bay
61 BOD 10 Grant the Appointment Authorities to the ASI Personnel Committee
62 BOD 11 Resolution to Urge the City of Hayward to Build Affordable Student Housing on Undeveloped Land in Hayward
63 BOD 12 Resolution in Support of Policy for Additional Safety on Campus
64 Senate 1 Fall Semester Senate Meeting Times & Setting
65 Senate 2 Spring Semester Senate Meeting Times and Settings

2019-2020
66 BOD 1 Resolution on Fall Semester BOD Meeting Times and Setting

ARTICLE V: RATIFICATION AND AMENDMENT OF ADMINISTRATION MANUAL

Section 1:
The Administration Manual shall be initially ratified by the affirmative majority (50% + 1) vote of the Board of directors present at a meeting where quorum is met.

Section 2:
Sections of the administrative Manual (e.g. Committee Codes, Policies, Resolutions) can be ratified individually by the affirmative majority (50% + 1) vote of the Board of Directors and will reflect the most current version of the Administration Manual.
Section 3:
The Board of Directors may, in order to bring the Administration Manual into conformance with any future changes with the California Nonprofit Public Benefit Corporation Law, the appropriate sections of these Administration Manual may be repealed or amended, or new section(s) adopted at a meeting of the Board of Directors by the affirmative vote of two-thirds (%) of those present at a meeting at which a quorum (9 of 15 members) shall be present if notice of all proposed amendments, repeals or substitution of appropriate section(s) of the new Administration Manual shall have been given to each member in the manner prescribed for the holding of Regular or Special Meeting.

Revised by Board of Directors On October 28, 2015

Approved On: Wednesday, July 15, 2019

Daisy Moxion
ASI President/CEO

Approved by: ASI Board of Directors, 2019-2020

Effective On: Wednesday, May 8, 2019