ADMINISTRATION MANUAL OF
ASSOCIATED STUDENTS, INC.
CALIFORNIA STATE UNIVERSITY, EAST BAY
A California Nonprofit Public Benefit Corporation

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:
(a) 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) Officers of the Corporation

1. President – CEO (1)
2. Executive Vice President - Chief of Staff (1)
3. Vice President of Finance – CFO (1)
4. Vice President of Internal Affairs (1)
5. Vice President of External Affairs (1)

(c) Directors of the Corporation

6. Director of Legislative Affairs (1)
7. Director of Programming Council (1)
8. Director of Sustainability Affairs (1)
9. Director of Concord Campus (1)
10. Director of Wellness (1)

(d) Senators of the Corporation

11. Senator of College of Business and Economics (1)
12. Senator of College of Education and Allied Studies (1)
13. Senator of College of Letters, Arts, and Social Sciences (1)
14. Senator of College of Science (1)

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) President:
- Shall have the authority to and shall discharge the duties ordinarily conferred upon and discharged by the chairperson of a corporation until such time as the Board of Directors shall limit, enlarge, or otherwise prescribe the authority and duties of the officer.
- Shall serve as a voting member of the Campus Fee Advisory Committee
- Shall be a non-voting member of the Board of Directors.
• Shall have veto power within 72 hours or 3 consecutive business days on all Board of Directors decisions with a two-thirds majority of the Board of Directors needed to overrule a veto. The Board of Directors shall reinstate any vetoed item upon an affirmative vote of two thirds (2/3) of the Board of Directors, but must do so immediately following the veto; the President/CEO may not vote in such an action.
• 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 be the official student representative to the University
• Shall serve as an ex-officio member or appoint a designee on all ASI standing committees.
• Shall preside as Chair at all Executive Committee meetings, and shall be a voting member of said committee.
• 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 co-sign with the Vice President of Finance and the Executive Director on all financial statements for ASI.
• Shall serve as a CSSA representative

(b) Executive Vice President:
• Shall assume the duties of the President in the absence of the President
• Shall aid in the orientation of appointed student representatives on ASI standing committees and the Board of Directors.
• Shall assume all duties pertinent to the chief of staff of the organization
• Shall serve as Chair of the Personnel Committee
• Shall inform and recruit participation on student leadership conferences.
• Shall assume the responsibility of the parliamentarian
• Shall announce board/committee vacancies and publicly solicit applications in the student newspaper and any other campus media in compliance with the State of California Title 5 with the help of Staff.
• Shall determine the application period, 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.

(c) Vice President of Finance:
• Shall assume the duties of the President in the absence of the President and the Executive Vice President.
• Shall serve as Chair of the Finance Committee.
• 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 co-sign with the President and the Executive Director, the financial statements for ASI.
• 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 the ASI
• Shall serve as a liaison to the Clubs and Organizations.

(d) Vice President of Internal Affairs:
• 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 President at the end of each month.
• Shall keep the Board of Directors informed of the actions in regards to student service operations carried out in the office.
• Shall organize (in collaboration with the Chair) all ASI ad-hoc Committees.
• Shall chair the Internal Affairs Committee.

(e) Vice President of External Affairs:
• Shall keep the Board of Directors informed of all issues that affect the student population.
• Shall establish a continuous method for the public to address their concerns to the Board of Directors.
• Shall serve as a voting member on Executive, and Personnel Committee.
• Shall chair the External Affairs Committee
• Shall serve as the student representative on the Fairness Hearing Panel
• Shall serve as a CSSA representative

(f) Director of Legislative Affairs:
• Shall monitor, interpret and evaluate all State and Federal and City legislation that directly affects the California State University system or its students.
• Shall submit a typewritten 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 chair the Legislative Affairs Committee.
• Shall serve as a CSSA representative.

(g) Director of Sustainability Affairs:
• Shall ensure active participation in environmental and sustainability affairs on campus
• Shall actively pursue environmental changes in the direction of sustainability
• Shall report all findings and activities in the end of the year campus sustainability report to the Board of Directors
• Shall chair the Environmental Affairs Committee
• Shall coordinate with the various departments on campus to provide various environmental and sustainable programs.
• Shall work with facilities to implement a year long energy services infrastructure improvement including but not limited to heating upgrade, energy management system replacement, lighting retrofit, and water conservation.
• Shall serve on ASI construction Projects.
• Shall actively participate and report on Environmental conferences.
• Shall serve as a voting member on Internal.

(h) Senator of Colleges: (including the Director of Concord Campus):
• Shall represent students’ concerns in matters pertaining to their colleges and convey reports back to the Board of Directors, and, when necessary, further investigate these matters.
• Shall meet monthly with the Dean of the College and develop ad-hoc committees with student representative and host quarterly town hall meetings to discuss matters regarding the College.
• Shall attend at least one University wide Committees as well as the Internal Affairs and External Affairs Committee.
• Shall work with clubs and organizations affiliated with their colleges.
• Shall serve as a voting member of the External Affairs Committee
• Shall coordinate quarterly events for their colleges.
• Shall serve as academic senator and attend the academic senate meetings.

(j) Director of Programming Council:
• Shall represent students' concerns in matters pertaining to their areas and convey reports back to the Board of Directors, and, when necessary, further investigate these matters.
• Shall chair the Programming Council.
• Shall work closely with the Programming Coordinator.
• Shall develop events that will benefit all CSUEB students.
• Shall work with the Athletics Advisor to oversee the Pioneer Pack.

(k) Director of Wellness:
• Shall represent students' concerns in matters pertaining to their areas and convey reports back to the Board of Directors, and, when necessary, further investigate these matters.
• Shall vice chair the Programming Council.
• Shall work closely with PAW and SHAC.
• Shall develop events that raise awareness to Wellness.
• Shall work with the Athletics Advisor to oversee the Pioneer Pack.

ARTICLE II: COMMITTEES

There are 3 kinds of specialized committees for Associated Students Inc.
(i) Standing Committees – Eleven (11)
(ii) Regular Committees – One (1)
(iii) Ad Hoc Committees – Two (2)

Section 1:
(a) Standing Committees (12)
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) External Affairs Committee
(vi) Programming Council Committee
(vii) Legislative Affairs Committee
(viii) Environmental 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

(c) Ad Hoc Committees (2)
The Board of Directors, by resolution adopted by a majority of the authorized number of Directors may designate one or more ad hoc committees pursuant to ARTICLE IX, SECTION 2 of the established Bylaws
(i) College of Letters, Arts, and Social Sciences Subcommittee
(ii) Student Quarter to Semester Subcommittee

Section 2:
This section includes Committee Codes for all eleven (12) standing committees, one (1) Regular committee, and two (2) Ad Hoc Committees 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 1:
(i) ASI Executive Director Performance Review Policy
(ii) ASI Finance Club Funding Policy
(iii) ASI Student Bill of Rights
(iv) ASI Board of Directors Code of Conduct
(v) ASI Executive Training Policy
(vi) ASI Spending Policy
(vii) ASI Stipend Policy
(viii) ASI Travel & “P” Card Policy
(ix) ASI Social Media Policy
(x) Agenda Policy
(xi) Volunteer Policy
(xii) Policy on Training & Board Transition
(xiii) CSSA Voter Designation Form
(xiv) Tabling Policy for Senators
(xv) Policy on Campus Advisory Committee

Section 2:
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.

ARTICLE IV: RESOLUTIONS PASSED BY THE BOARD OF DIRECTORS

Section 1:
(i) Union Merger Resolution
(ii) Sustainability Resolution
(iii) Bank of the West Credit Limit Resolution
(iv) Textbook Affordability Resolution
(v) Establishment of a University Hour
(vi) Open Course Evaluation
(vii) Add’l Funding for the CSU System
(viii) Course Evaluation
(ix) Modify Vacation Buyout
(x) Travel Policy
(xi) Adopt Conflict of Interest
(xii) Academic Advising
(xiii) Adopt Flex Cash Benefit Policy
(xiv) Supporting Aramark Students
(xv) Containing the Student Response to the Proposed A2E2 Fee
(xvi) Support of AB 540 Students and the Conditions that Promote their Access to a Quality Public Higher Education
(xvii) LGBTQ Resolution
(xviii) College Hour Resolution
(xix) Mandatory Community Service
(xx) Faculty Diversity
(xxi) Support of the Hayward Master Plan
(xxii) The Authority to Make Student Appointments
(xxiii) Alternative Consultation to Raise Category I Fees for Division II at CSUEB
Section 2:
This section contains all Resolutions approved by the Board of Directors of Associated Students Inc

All Resolutions are located on the ASI Website.

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 (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 (2/3) of those present at a meeting at which a quorum (5 of 9 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.

Approved on:  

ASI President/CEO:  

Effective:  

October 28th, 2015