

**THE
ADMINISTRATIVE MANUAL
OF THE
ASSOCIATED STUDENTS, INC.
OF
CALIFORNIA STATE UNIVERSITY, EAST BAY**



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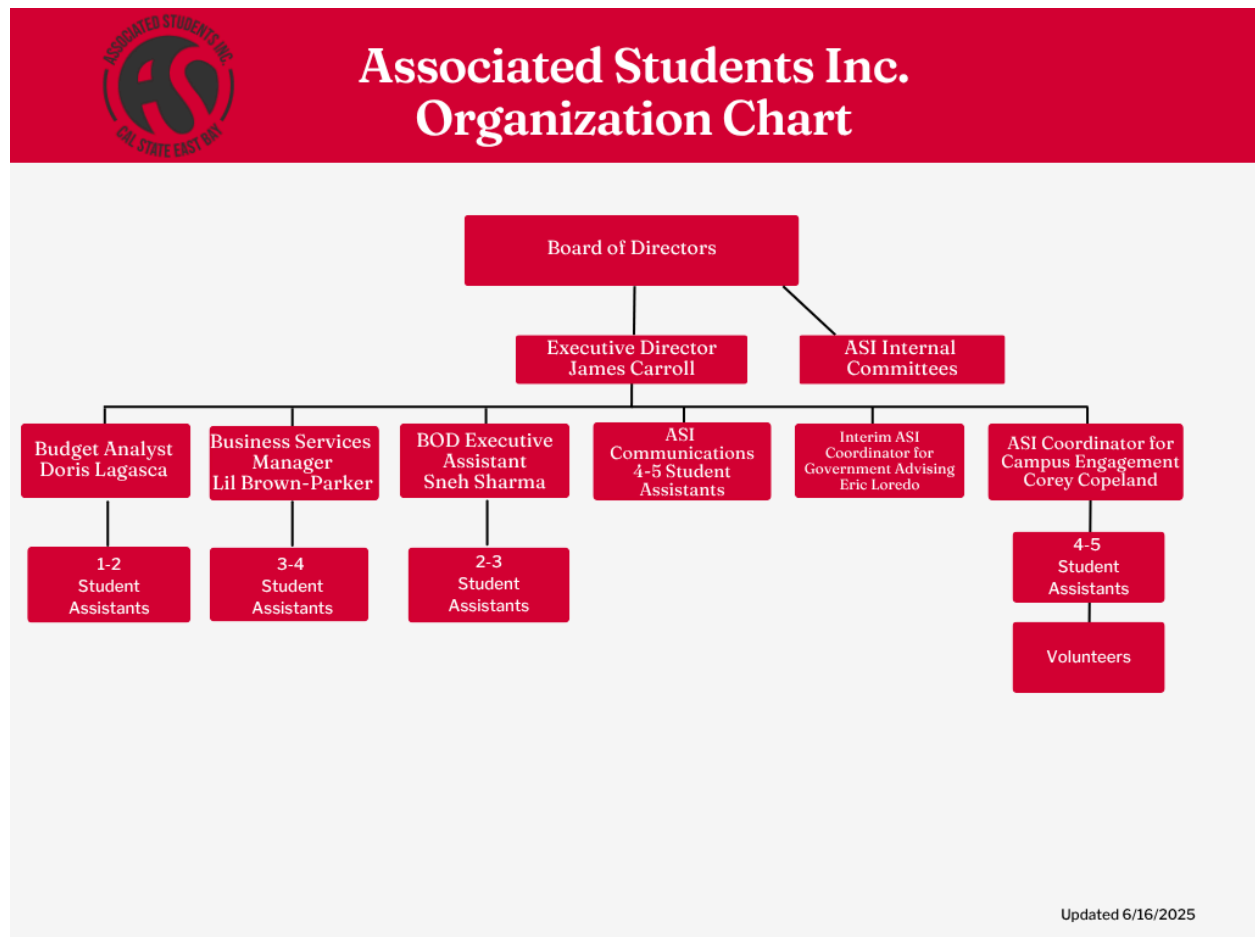


ARTICLE I: PURPOSE

The Administrative Manual serves as a guide to assist the Associated Students, Incorporated (ASI) in their day-to-day performance.

ARTICLE II: INTERNAL ORGANIZATION STRUCTURE

Section 1: Organization Chart



Section 2: Professional Staff

The responsibilities and duties of the professional staff shall be included in *ASI Employee Handbook*¹.

Section 3: Student Assistants

The responsibilities and duties of the student assistants shall be included in *ASI Employee Handbook*.

ARTICLE III: ADDITIONAL DUTIES AND RESPONSIBILITIES OF THE CHAIR, EXECUTIVE OFFICERS, DIRECTORS, & SENATORS

Section 1:

In addition to Article VI, Section 6 of the Bylaws, Along with any specifics contained herein, members of the Student Government (i.e. Board of Directors and Senate) shall be required to adhere to the ASI Administrative Manual guidelines and regulations. This section outlines the additional responsibilities of the members of the Student Government.

a) President/CEO

- i) Shall be responsible for following up on previous legislation and actions passed by the previous Board of Directors if there are no conflicts on such actions.
- ii) Shall be tasked with initiating the creation of the annual Board of Directors Policy Agenda, and collaborate with members of the Board of Directors on developing the initiatives of the Policy Agenda.
 - 1) Shall refer to the Policy Agenda Guidelines Policy² for additional details.
- iii) Shall serve as a non-voting advising member, or appoint a designee, on all ASI standing committees.
- iv) Shall disseminate all necessary information to all other Executives enabling them to carry out the functions of their respective offices.
- v) 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

¹ California State University, East Bay Associated Students, Incorporated. *Employee Handbook*.

² California State University, East Bay Associated Students, Incorporated. *Policy Agenda Guidelines Policy*.



meeting, having met quorum; and be reflected in the minutes, and on file, of said meeting.

- vi) Shall co-sign, with the ASI Executive Director, all contractual agreements to be entered into by the Board of Directors.
- vii) Shall serve as Chair of the Board of Directors Meeting.
- viii) Shall serve as Vice Chair of the Personnel Committee.
- ix) Shall serve as Vice Chair of the Executive Committee.
- x) Shall serve as a trustee for the Foundation Board.
- xi) Shall meet with the Executive Director on a weekly basis.
- xii) Shall meet with the ASI Executive Vice President on a weekly basis.
- xiii) Shall report to the Board of Directors about California State Student Association on a monthly basis.
- xiv) Shall serve on the Athletics' Council as a voting member.
- xv) Shall serve on the A2E2 Committee as a voting member.
- xvi) Shall meet with points of contact as outlined in the *ASI Point of Contact Policy*.
- xvii) Shall meet with the University President and Vice President for Student Affairs.
- xviii) Refer to the Bylaws for more duties and responsibilities.

b) Executive Vice President/Chief of Staff

- i) The abbreviated title for the Executive Vice President/Chief of Staff shall be "EVP".
- ii) Shall assume all duties pertinent to the chief of staff of the organization.
- iii) Shall oversee the process for appointing vacant Government positions as outlined in the *ASI Student Government Vacant Position Appointment Policy*.
- iv) Shall coordinate appointments to University Wide Committees, and maintain a roster which tracks the delegation.
- v) Shall coordinate the appointments to Hiring Search Committees as outlined in the *ASI Appointment of Student Representatives for Hiring Search Committees Policy*³.
- vi) Shall preside over the mid-year evaluation processes of the ASI Executive Director, in accordance with the *ASI Executive Director Performance Review*

³ California State University, East Bay Associated Students, Incorporated. Appointment of Student Representatives for Hiring Search Committees Policy.



*Process Policy*⁴, and the Student Government Officers, in accordance with *ASI Student Government Feedback Evaluation Policy*⁵.

- vii) Shall oversee the process and planning of the Fall and Winter Retreats.
- viii) Shall obtain and review attendance records from the Board Assistants for all Board of Directors, Senate, and committee meetings.
 - 1) Upon review of attendance records, may address members to the ASI Personnel Committee.
- ix) Shall serve on A2E2 as a voting member.
- x) Shall implement the ASI Point of Contact system⁶ for the Student Government (i.e. Board of Directors and Senate)
- xi) Shall serve as the point of contact for the First Year Mentees.
- xii) Shall meet the ASI President/CEO on a weekly basis.
- xiii) Shall collaborate with the ASI President/CEO on creating task lists for the members of the Board of Directors
- xiv) Shall serve as Vice Chair of the Board of Directors Meeting.
- xv) Shall serve as Chair of the Executive Committee.
- xvi) Shall serve as Chair of the Personnel Committee.
- xvii) Shall serve on the Foundation Board as a voting member.
- xviii) Refer to the Bylaws for more duties and responsibilities.

c) Vice President of Finance/CFO

- i) Shall serve as a voting member on the Executive and Personnel Committees
- ii) Shall serve as a voting member of the Campus Fee Advisory Committee.
- iii) Shall serve as the ASI representative on the University Budget Committee, or designate an appointee with the approval of the ASI President/CEO.
- iv) Shall coordinate the annual budget process for Associated Students, Inc., including the referendum areas and student organization funding.

⁴ California State University, East Bay Associated Students, Incorporated. ASI Executive Director Performance Review Process Policy.

⁵ California State University, East Bay Associated Students, Incorporated. ASI Student Government Feedback Evaluation Policy.

⁶ California State University, East Bay Associated Students, Incorporated. Board of Director & Senate Point of Contact System. Retrieved from:
<https://www.csueastbay.edu/asi/files/docs/asi-government/policies/point-of-contact-policy.pdf>



- v) Shall receive training on the fiscal operation and budgetary nature of the ASI.
 - vi) Shall keep the Board of Directors informed of all student activities presented and sponsored by ASI
 - vii) Shall serve as a liaison to student Clubs and Organizations.
 - viii) Shall serve on A2E2 as a voting member.
 - ix) Shall serve on the Foundation Board as a voting member.
 - x) Shall recommend financial policy and guidelines in coordination with the President/CEO, Executive Director, and Budget Analyst.
 - xi) Shall review and update the Club Funding Policy, Student Conference Travel Funding⁷, and Student Travel Fund Policy prior to the beginning of the academic school year.
 - xii) Shall work closely with the ASI Budget Analyst.
 - xiii) Shall meet with points of contact as outlined in the *ASI Point of Contact Policy*.
 - xiv) Refer to the Bylaws for more duties and responsibilities.
- d) Vice President of Internal Affairs:
- i) Shall serve as a voting member on the Executive and Personnel Committees.
 - ii) Shall keep the Board of Directors (Chair, Executive Officers, Directors, and Senators of the Academic Colleges) informed of all student activities presented and sponsored by the ASI.
 - iii) Shall serve as a voting member of the Campus Fee Advisory Committee.
 - iv) Shall work in coordination of the Senators of Academic Colleges to ensure the Board is informed on all Academic Senate policies, procedures, and any issues that involve curriculum, general education, continuing education and academic advising.
 - v) Shall inform the Board of Directors of the actions in regards to ongoing ASI Board of Directors initiatives and student services operations.
 - vi) Shall chair the Internal Affairs Committee.

⁷ California State University, East Bay Associated Students, Incorporated. Policy on Student Conference Travel Funding. Retrieved from:
<https://www.csueastbay.edu/asi/files/docs/asi-government/policies/2019-2020-policy-on-student-conference-travel-funding.pdf>



- vii) Shall review ASI's internal documents (e.g. annual policy agenda, resolutions, policies, etc.), and collaborate with members of the Student Government (i.e Board of Directors, Senate, and Committees) in implementing those documents.
 - viii) Shall assist the Student Government (i.e Board of Directors, Senate, and Committees) all committees in the dissemination of publicizing all necessary events, legislation, enacted by said committees for ASI.
 - ix) Shall work closely with the ASI Communications Department and any ASI representative that pertains to media outlets.
 - x) Shall collaborate with the ASI Communications department in the maintenance of any social and digital media sites that ASI participates in.
 - 1) Shall collaboratively enforce the *ASI Communications Social Media Guidelines Policy*⁸.
 - xi) Shall oversee the process of tabling for the Student Government (i.e Board of Directors, Senate, and Committees).
 - xii) Shall oversee the *It's On Us* and *Hey, Be Nice* campaigns.
 - xiii) Shall oversee the duties and responsibilities of each senator of the ASI Senate.
 - xiv) Shall organize the annual ASI End of the Year Banquet in collaboration with the ASI Coordinator of Government Advising.
 - xv) Refer to the Bylaws for more duties and responsibilities.
- e) Vice President of External Affairs
- i) Shall submit a report on said legislation to the President/CEO and to the Board of Directors.
 - ii) Shall submit recommendations concerning policies, issues and legislation affecting students of CSUEB and higher education.
 - iii) Shall attend City of Hayward Council Meetings, and provide a monthly report on Hayward Council Meetings.
 - iv) Shall work closely with the President/CEO, in regards to CSSA.
 - v) Shall report to the Board of Directors about California State Student Association (CSSA) on a monthly basis.
 - vi) Shall engage with the CSSA Civic Engagement Officer(s).

⁸ California State University, East Bay Associated Students, Incorporated. *ASI Communications Social Media Guidelines Policy*.



- vii) Shall collaborate on voter registration on the CSUEB campus.
 - viii) Shall collaborate on ASI's efforts to promote participation in the Census.
 - ix) Shall meet with points of contact as outlined in the *ASI Point of Contact Policy*.
 - x) Refer to the Bylaws for more duties and responsibilities.
- f) Director of Sustainability Affairs
- i) Shall ensure active participation in environmental and sustainability affairs on campus
 - ii) Shall report all findings and activities in the end of the year campus sustainability report to the Board of Directors
 - iii) Shall serve on the Campus Sustainability Committee as a voting member.
 - iv) Shall make recommendations to the Board of Directors and Senate on sustainability initiatives, programs and services designed to promote broad awareness of sustainability issues to CSUEB students.
 - v) Shall collaborate with the various departments on campus to provide various environmental and sustainable programs.
 - vi) Shall advocate for sustainability in regards to improving campus facilities and infrastructure, limited to heating upgrade, energy management system replacement, lighting retrofit, and water conservation.
 - vii) Shall actively participate and report on sustainability conferences.
 - viii) Shall serve on the Campus Sustainability Committee.
 - ix) Shall plan and execute the ASI Earth Day festivities in collaboration with the Director of Programming Council and ASI Present department to ensure event planning is successful and well executed.
 - x) Shall engage with the CSSA Sustainability Officer.
 - xi) Shall work closely with the Office of Sustainability.
 - xii) Shall meet with points of contact as outlined in the *ASI Point of Contact Policy*.
 - xiii) Refer to the Bylaws for more duties and responsibilities.
- k) Director of Communities:
- i) Plan and lead community service initiatives and student engagement events that foster a stronger campus environment.
 - ii) Shall serve on the Diversity Council as a voting member.



- iii) Shall serve as the lead for senators-at-large and hold regular meetings to check in.
 - iv) Support the development of ASI's end-of-year report by providing summaries of events, collaborations, and community impact related to your role.
 - v) Provide recommendations to the ASI Board of Directors on programs that enhance student involvement in leadership and service.
 - vi) Collaborate with student organizations, campus departments, and Senators-at-Large to coordinate impactful events and initiatives.
 - vii) Partner with the Orientation Team to support new student integration and promote a welcoming campus culture.
 - viii) Encourage student participation in civic activities such as voting, campus forums, and advocacy efforts.
 - ix) Attend relevant leadership and civic engagement conferences; share key takeaways with ASI leadership.
 - x) Serve on campus committees as assigned to represent student interests and community perspectives.
 - xi) Co-coordinate campus service events such as Make A Difference Day and clean-up initiatives with ASI Presents.
 - xii) Engage with CSSA Civic Engagement Officers and CSU student leaders to elevate CSUEB's presence in statewide community affairs.
 - xiii) Work in partnership with the Center for Community Engagement and other university departments focused on public service.
 - xiv) Meet regularly with designated campus partners as outlined in the ASI Point of Contact Policy.
- l) Director of Wellness:
- i) Shall work closely with Peer Advocates for Wellness (PAW)⁹ and Student Health Advisory Committee (SHAC)¹⁰.
 - ii) Shall collaborate with the ASI Director of Programming and ASI Presents department, to ensure event planning is successful and well executed, in the creation of developing events that raise awareness to health and wellness.

⁹ California State University, East Bay Health and Wellness Services. Peer Advocates for Wellness. Retrieved from: <https://www.csueastbay.edu/healthed/paw.html>

¹⁰ California State University, East Bay Health and Wellness Services. Student Health Advisory Committee. Retrieved from: <https://www.csueastbay.edu/healthed/shac.html>



- iii) Shall collaborate with the ASI Director of Legislative Affairs on legislative matters pertaining to recreation and wellness.
 - iv) Shall advocate for mental health.
 - v) Shall collaborate with the Vice President of University Affairs on the ASI *Hey, Be Nice* campaign.
 - vi) Shall collaborate with the Senator-At-Large.
 - vii) Shall work with the Athletics Advisor to oversee the Pioneer Pack.
 - viii) Shall serve on SHAC as a voting member
 - ix) Shall serve on the Hope Advisory Committee.
 - x) Shall serve on the Wellbeing Coalition as a voting member.
 - xi) Shall attend committee meetings pertaining to student health, wellness, and recreation on the CSUEB campus.
 - xii) Shall meet with points of contact as outlined in the *ASI Point of Contact Policy*.
 - xiii) Refer to the Bylaws for more duties and responsibilities.
- l) Senator of Concord Campus:
- i) Shall work with the university Director of the Concord Campus.
 - ii) Shall work closely with Concord Campus staff.
 - iii) Shall table, when possible, at the Concord Campus in regards to the ASI Code of Conduct.
 - iv) Shall work as ASI's Associate Director.
 - v) Shall work with the Director of Programming and ASI Presents department, to ensure event planning is successful and well executed.
 - vi) Shall meet with points of contact as outlined in the *ASI Point of Contact Policy*.
 - vii) Refer to the Bylaws for more duties and responsibilities.
- m) Senators of Academic Colleges:



- i) Shall represent students' concerns in matters pertaining to their colleges and convey reports back to the ASI Board of Directors and Senate, and when necessary further investigate these matters.
 - ii) Shall meet monthly with the Dean of their respective Colleges, interact with the Associate Deans of their College and department chairs.
 - iii) Shall table outside of their respective colleges in regards to the ASI Code of Conduct.
 - iv) Shall attend at least one University Wide Committee.
 - v) Shall work with clubs and organizations affiliated with their colleges.
 - vi) Shall work closely with the Vice President of University Affairs.
 - vii) Shall serve as voting members of the ASI Senate.
 - viii) Shall serve as Academic Senator and attend the Academic Senate meetings.
 - ix) Shall work with the ASI Director of Programming Council and ASI Presents department, to ensure event planning is successful and well executed.
 - x) Shall meet with points of contact as outlined in the *ASI Point of Contact Policy*.
 - xi) Refer to the Bylaws for more duties and responsibilities.
- m) Senator-at-Large:
- i) Shall represent students' concerns in matters pertaining to all issues that affect their daily lives.
 - ii) Shall serve as a voting member on the ASI Senate.
 - iii) Shall report to and work closely with the Co-Chairs of the ASI Senate
 - iv) Shall create resolutions and policies for the betterment of all students at California State University, East Bay and the East Bay community.
 - v) Shall collaborate with the ASI Present department, to ensure event planning is successful and well executed, in the planning event(s) for the betterment of all students at CSUEB.
 - vi) Shall collaborate with the Director of Wellness on matters pertaining to student health and wellbeing.
 - vii) Shall sit on committees pertaining to the betterment of the students and/or the university.
 - viii) Shall meet with points of contact as outlined in the *ASI Point of Contact Policy*.
 - ix) Refer to the Bylaws for more duties and responsibilities.



ARTICLE IV: POLICIES AND PROCEDURES

ASI maintains several policies and procedures which provide direction on the approved methods of conducting business for the organization.

Section 1: Board of Directors Policy Agenda

Policy Agendas started with the 2019-2020 Student Government (i.e. Board of Directors and Senate). The purpose of the Board of Directors Policy Agenda is to identify the Student Government's priorities for the academic term. The Student Government shall advocate for these initiatives throughout the academic year.

1. [ASI Policy Agenda 2019-2020](#) (2019)
2. ASI Policy Agenda 2020-2021 (2020)

Section 2: Policies

All policies and procedures approved by the ASI Board of Directors are located on the ASI website¹¹.

1. [Audit Charter Committee Policy \(2012\)](#)
2. Procurement (P-Card) Card Policy (2012)
3. Travel Policy (2012; revised 2014)
4. ASI Student Bill of Rights (2015)
5. ASI Code of Conduct (2016; revised 2019)
6. ASI Stipend Policy (2016; revised 2019)
7. [ASI Media Policy \(2016; revised 2019\)](#)
8. Agenda Policy (2016; revised 2019)
9. Policy on Training & Board Transition (2016)
10. CSSA Voter Designation Form (2016)
11. Policy on Campus Advisory Committee (2016)
12. Policy on the Performance Review Process for the ASI Executive Director (2016)
13. [ASI First Year Mentorship \(FYM\) Program Policy \(2017; revised 2019\)](#)
14. Policy on Appointment Process for Vacant Positions within the ASI Board of Directors and ASI Senate (2017)

¹¹ California State University, East Bay Associated Students, Incorporated. *Policies*. Retrieved from: <https://www.csueastbay.edu/asi/asi-government/policies.html>



15. [Policy on Conference Travel Student Scholarship \(2017; revised 2019\)](#)
16. Policy on ASI Board and Senate Member Attendance (2017)
17. [ASI Board of Directors & Senate Alumni Wall and Website Policy \(2017; revised 2019\)](#)
18. ASI Finance Club Funding Policy (2017)
19. [ASI Senate Policy on Finals Week \(2019\)](#)
20. [Media Policy](#) (2019)
21. [Point of Contact System](#) (2019)
22. [ASI Business Continuity Telecommuting Policy and Procedure Plan for ASI Full-time and Part-time Staff](#) (2020)
23. [ASI Student Government Vacant Position Appointment Policy](#) (2020)
24. [Communications Social Media Guidelines Policy](#) (2020)
25. [Executive Director Performance Review Process Policy](#) (2020)
26. [Policy on Student Conference Travel Funding](#) (2020)
27. [Student Government Feedback Evaluation Policy](#) (2020)

ARTICLE V: RESOLUTIONS

Section 1:

All Resolutions approved by the ASI Board of Directors, Senate, and Committees are located on the ASI Website.

ARTICLE VI: RATIFICATION AND AMENDMENT

Section 1: Initial Ratification

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: Amendment

The Administrative Manual may be amended by a majority (50% + 1) vote of the ASI Board of Directors.



Approved by Board of Directors on October 28, 2015

Revised by Board of Directors on July 15, 2019

Revised by Board of Directors on May 5, 2021

Revised by Executive Committee on July 23, 2025

Approved On: July 23, 2025

ASI President/CEO hereby ☐ approves / ☐ refuses to approve this policy.

London Deguzman

London Deguzman (Jul 24, 2025 09:41:21 PDT)

London Deguzman

ASI President/CEO

Kartik Tripathi

Kartik Tripathi (Jul 23, 2025 15:53:24 PDT)

Kartik Tripathi

ASI Executive Vice President/Chief of Staff

Approved by: ASI Executive Committee 2025-2026

