

**A RESOLUTION TO AMEND THE POLICY CONCERNING
COMPOSITION AND DUTIES OF COMMISSIONS**

Sponsors: Brian Rubio

WHEREAS, the Associated Students, Incorporated (ASI) is a 501 (c)(3) nonprofit organization that operates as an auxiliary organization of California State University, Fullerton; and

WHEREAS, ASI is governed by ASI Board of Directors, sets policy for the organization, approves all funding allocations to programs and services, and advocates on behalf of student interests on committees and boards; and

WHEREAS, the ASI Policy Concerning Composition and Duties of Commissions was established in fall 2017 to provide guidance on the composition and responsibilities of each of the ASI Commissions, with revisions to the policy occurring in spring of 2019 and 2021; and

WHEREAS, periodically ASI as an organization must review its policies to ensure that current operations mirror the requirements as outlined in these governing documents and that minor language, grammar, spelling, and punctuation corrections are made; and

WHEREAS, the ASI Governance Ambassadors program was established in partnership with the Vice President for Student Affairs office in the 2022-2023 academic year to create 20 student leadership roles to serve on Academic Senate and university-wide committees each year, ultimately replacing the Presidential Appointee Commission; and

WHEREAS, the ASI Board of Directors approved a resolution amending the ASI Bylaws and related policies in spring 2024¹ which included the removal of the Communications Commission to better align student employment opportunities for organizational outreach and communication; and

WHEREAS, the ASI Policy Concerning Executive Officers Operations² outlines responsibility for leading the respective ASI Commissions falls under the ASI Executive Officers, which will now be reflected in the policy purpose statement and within the composition language for each ASI Commission; and

WHEREAS, the additional inclusion of the ASI Governance Ambassador program codifies the purpose, composition, and duties of the program within this ASI policy in both language as well as title; and

¹ <https://asi.fullerton.edu/wp-content/uploads/2024/03/A-Resolution-ASI-Bylaws-and-Related-Policy-Amendments-2024.pdf>

² <https://asi.fullerton.edu/wp-content/uploads/2024/05/ASI-Policy-Concerning-Executive-Officers-Operations.pdf>


WHEREAS, the policy will reflect the standardization for the Commission Coordinator roles to two positions per ASI Commission, as has been the developed practice since the last revision of the policy took place, with the exception of three positions for the Lobby Corps Commission starting in the 2026-2027 academic year; and

WHEREAS, the recommended changes to the policy includes other minor language, grammar, and punctuation corrections; and therefore, let it be

RESOLVED, ASI approves the amendments to the ASI Policy Concerning Composition and Duties of Commissions effective immediately to reflect the ASI Governance Ambassador program, removal of language for the relevant Commissions, standardization of the ASI Commission leadership roles, leadership of the ASI Commissions falling under the ASI Executive Officers, and correcting other minor language, grammar, spelling, and punctuation errors; and let it be finally

RESOLVED, that this Resolution be distributed to the ASI Executive Director and applicable departments and staff.

Adopted by the Board of Directors of the Associated Students Inc., California State University, Fullerton on the eighth day of April in the year two thousand and twenty-five.


ASI Board Chair (Apr 14, 2025 16:53 PDT)

Gavin Ong
Chair, Board of Directors


Noah Alvarez (Apr 15, 2025 15:04 PDT)

Noah Alvarez
Secretary, Board of Directors

POLICY CONCERNING ~~COMPOSITION AND DUTIES~~ ~~OF COMMISSIONS AND GOVERNANCE~~ AMBASSADORS

PURPOSE

The following policy has been established in order for the members of Associated Students Inc. (ASI) ~~Board of Directors (Board)~~Executive Officers to better serve their respective student constituencies ~~through advocacy, outreach, and awareness efforts by referring items brought to the Board to the proper ASI commission.~~ The policy additionally provides an overview of composition and responsibilities of each of the ASI ~~e~~Commissions and Governance Ambassador programs.

PURPOSE1

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WHO SHOULD KNOW THIS POLICY

- ☐ Budget Area Administrators
- ☒ Management Personnel
- ☒ Supervisors
- ☒ Elected/Appointed Officers
- ☐ Volunteers
- ☐ Grant Recipients
- ☒ Staff
- ☒ Students

DEFINITIONS

For Purpose of this policy, the terms used are defined as follows:

Terms	Definitions
Communications Commission	Commission purpose is to implement strategies, campaigns and events that communicate information about the ASI to the student body and campus community.
Community Engagement Commission	<u>The</u> Commission purpose is to connect community members and opportunities from city events and city council meetings to <u>CSU-Cal State</u> Fullerton's students, clubs, and organizations.

Environmental Sustainability Commission	The Commission purpose is to raise awareness of environmental and sustainability issues on campus.
<u>Governance Ambassadors</u>	The Governance Ambassadors purpose is to represent the Associated Students and the student body as student representatives on Academic Senate and university-wide Committees.
Lobby Corps Commission	The Commission purpose is to advocate on behalf of student interest on all levels of governance affecting higher education and other public policy issues.
Presidential Appointee Commission	Commission purpose is to coordinate the development and overseeing students serving on Academic Senate and university-wide Committees.
Social Justice & Equity Commission	The Commission purpose is to support social justice initiatives as well as historically marginalized communities to uplift them and work to removedismantle institutional barriers through educational campaigns and advocacy.
University Affairs Commission	The Commission purpose is to be proactive in identifying, addressing, advocating for, and resolving campus issues that impact our students.

Commented [M1]: Recommended to adjust the wording slightly here to address it's more of ongoing process.

Commented [M12R1]: Received feedback from a current ExecOfficer that rewording would temper expectations, they shared: "students may feel frustrated if this expectation isn't fully met, as removing institutional barriers can be a complex process involving many individuals within the institution. To set realistic expectations, I recommend incorporating phrasing such as 'advocating in hopes of removing institutional barriers' to emphasize the ongoing effort and commitment without overpromising."

STANDARDS

1. ASI COMMISSIONS~~GENERAL INFORMATION~~

a. All Commissions

ASI Commissions are charged with leading advocacy, ~~programming education~~, and outreach efforts on behalf of ASI. ~~The ASI President makes recommendations to the Board on the establishment of commissions.~~ The leadership of each commission shall be responsible for facilitating meetings and reporting the commission's activities to the Board. All commissions must report to the Board at least once per semester. ~~All Commission members shall attend an onboarding presentation and monthly leadership development training facilitated by ASI Student Government advising staff.~~ In the event a commission member should resign, a written notice of their resignation shall be submitted to the leadership of the commission.

b. General Composition

All ASI commissions shall be ~~led by an Executive Officer as outlined in ASI policy. Additional leadership positions within each commission shall include two commission Coordinators and a commission Director as detailed below. ASI Student Government staff shall provide guidance to each commission to ensure the mission of each commission area is met, composed of at least a majority of students. The leadership of ASI commissions must be students. The leadership shall not be counted when determining if a commission is composed of at least a majority of students.~~

2. COMMUNICATIONS COMMISSION

~~The Communications Commission purpose is to implement strategies, campaigns and events that communicate information about the ASI to the student body and campus community. They do campus outreach to clubs and organizations in order to facilitate collaborations. They also assist with tabling and announcing to organizations on behalf of the ASI~~

The Communications Commission shall be composed of the following:

- Chief Communications Officer
- Three (3) Coordinators
- Commission members
- At least one (1) member of the Board of Directors

~~The Chief Communications Officer shall lead Communications Commission. The Coordinators shall be appointed by the ASI President, upon recommendation of the Chief Communications Officer, with approval of the Board.~~

3.a. COMMUNITY ENGAGEMENT COMMISSION

The Community Engagement Commission purpose is to connect community members and opportunities from city events and city council meetings to CSU-Cal State Fullerton's students, clubs, and organizations. They shall host community benefiting events and service-oriented initiatives, such as clean-ups to show appreciation for the city we dwell in.

The Community Engagement Commission shall be ~~composed of~~ led by:

- ~~Chief Communications Officer~~ ASI Vice President
- Community Engagement Commission Director
- ~~Three (3)~~ Two (2) Coordinators
- ~~Commission members~~
- ~~At least one (1) member of the Board of Directors~~

The Community Engagement Commission Director shall lead the commission. The Community Engagement Commission Director and Coordinators shall be appointed by the ASI President, upon recommendation of the ~~Chief Communications Officer~~ ASI Vice President, with approval of the Board.

4.b. ENVIRONMENTAL SUSTAINABILITY COMMISSION

The Environmental Sustainability Commission purpose is to raise awareness of environmental and sustainability issues on campus. ~~This shall be done through developing events and programs initiatives,~~ advocating for the inclusion of sustainability best practices within the context of ASI's operations and corporate responsibility, and serving as a liaison between interested student groups, on-campus departments, and ASI.

The Environmental Sustainability Commission shall be ~~composed of~~ led by:

- Chief Campus Relations Officer
- Environmental Sustainability Commission Director
- ~~Three (3)~~ Two (2) Coordinators
- ~~Commission members~~
- ~~At least one (1) member of the Board of Directors~~

The Environmental Sustainability Commission Director shall lead the commission. The Environmental Sustainability Commission Director and Coordinators shall be appointed by the ASI President, upon recommendation of the current Chief Campus Relations Officer, with approval of the Board.

5.c. LOBBY CORPS COMMISSION

The Lobby Corps Commission purpose is to advocate on behalf of student interest on all levels of governance affecting higher education and other public policy issues. This shall be done through educational programs and events about policy issues. The commission will engage students and the campus community in advocacy efforts, facilitate campaigns on issues of student interests, and mobilize support of the campus community and beyond.

The Lobby Corps Commission shall be ~~composed of the following~~ led by:

- Chief Governmental Officer
- Three (3) Coordinators
- ~~Commission members~~
- ~~At least one (1) member of the Board of Directors~~

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Commented [RH3]: Again, when these groups worked more as committees (especially in transition from BOD committees to commissions), BOD members were more present in the official membership of the commissions. Now, the responsibility to serve as a liaison to commissions is no longer part of the BOD members' duties.

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Commented [MI4]: Feedback received from an ExecOfficer is to include the signature element of each commission. For example, "Earth Day" for ESC. If we were to do this, we could add CHES for LCC and so forth.

Commented [M15R4]: A pro is that it could provide some structure to each commission, establishing a long-term legacy in each area, and codify advocacy elements in policy. A drawback could be that the next group may feel constrained to what was done in the past or feel limited. Interested in having a conversation about this further.

Commented [MI6]: This addition is per recommendation of one of our ExecOfficers.

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The Chief Governmental Officer shall lead the commission. The Coordinators shall be appointed by the ASI President, upon recommendation of the Chief Governmental Officer, with the approval of the Board.

6. PRESIDENTIAL APPOINTEE COMMISSION

The Presidential Appointee Commission purpose is to coordinate the development and oversee students serving on Academic Senate and university-wide Committees. This commission supports students while providing an avenue to enhance educational and interpersonal/campus community with a focus on university-wide advocacy.

The Presidential Appointees Commission shall be composed of the following:

- Chief Campus Relations Officer
- Presidential Appointees Commission Coordinator
- ASI Presidential Appointee per Academic Senate Standing Committees
- ASI Presidential Appointee per university-wide Committees
- At least one (1) member of the Board of Directors

The Coordinator shall be appointed by the ASI President, upon recommendation of the Chief Campus Relations Officer, with the approval of the Board. Students Representatives are appointed in a joint collaboration between the ASI President and ASI Chief Campus Relations Officer.

7.d. SOCIAL JUSTICE & EQUITY COMMISSION

The Social Justice & Equity Commission purpose is to support social justice initiatives as well as historically marginalized communities to uplift them and work to ~~removedismantle~~ institutional barriers through educational campaigns and advocacy. The commission will be responsible for educational campaigns and collaborative events that advance social justice and equity on campus.

The Social Justice & Equity Commission shall be ~~composed of~~led by:

- Chief Inclusion and Diversity Officer
- ~~Social Justice & Equity Commission~~Two (2) Coordinators
- ~~Commission members~~
- At least one (1) member of the Board of Directors
- One (1) faculty member recommended by the Academic Senate Chair

The Chief Inclusion Officer shall lead the commission. The Coordinators shall be appointed by the ASI President, upon recommendation of the Chief Inclusion and Diversity Officer, with the approval of the Board.

8.e. UNIVERSITY AFFAIRS COMMISSION

The University Affairs Commission purpose is to be proactive in identifying, addressing, advocating for, and resolving campus issues that impact our students. The commission will assess campus climate by gathering and addressing student feedback and concerns and bringing them forth to the ASI Board of Directors at least once per semester and whenever applicable. University Affairs shall be responsible for informing students of changes that impact their student experience including, but not limited to changes in ASI, the university, and legislation at the city, state and federal level. Lastly, the commission should always serve as a platform for Cal State Fullerton students to voice their concerns.

The University Affairs Commission shall be ~~composed of~~led by:

- The Chief Campus Relations Officer
- ~~University Affairs Commission~~Two (2) Coordinators
- ~~Commission members~~
- At least one (1) member of the Board of Directors

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The Chief Campus Relations Officer shall lead the commission. The Coordinators shall be appointed by the ASI President, upon recommendation of the Chief Campus Relations Officer, with the approval of the Board.

2. ASI GOVERNANCE AMBASSADORS

a. Purpose

The Governance Ambassadors are charged with upholding the student voice within the Cal State Fullerton shared governance process as official designees of the ASI President. The Ambassador program's purpose is to coordinate and oversee students serving on Academic Senate and university-wide Committees. This program offers an avenue to ensure student representation in university-wide decision making, while equipping student representatives with leadership development support to best serve the student body.

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b. Composition

There shall be twenty (20) ASI Governance Ambassador student leadership positions each academic year. The Ambassadors shall be appointed by the ASI President, upon recommendation of the ASI Vice President, with the approval of the Board. In the event an Ambassador should resign, a written notice of their resignation shall be submitted to the ASI Vice President.

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c. Duties

Each Governance Ambassador serves on a minimum of two (2) university-wide shared governance committees each semester. All Ambassadors must submit written reports to the ASI Vice President up to one (1) week following any committee meeting they attend. Ambassadors shall attend an onboarding presentation and monthly leadership development training facilitated by ASI Student Government advising staff. The ASI Vice President shall be responsible for reporting the Ambassadors' activities to the ASI President, Executive Officers, and Board.

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DATE APPROVED: 12/05/2017
DATE REVISED: 03/26/2019
04/20/2021
04/08/2025