

# POLICY CONCERNING ASI PROGRAMMING

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## PURPOSE

The following policy has been established in order for (ASI) Programming to better serve the mission and charge as directed by the ASI Board of Directors. ASI is committed to promoting the highest standards of ethical conduct in the performance of its mission. The policy includes expected conduct and responsibilities and duties of ASI Programming, which includes the Programming Board and the Association for Inter-Cultural Awareness (AICA).

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## WHO SHOULD KNOW THIS POLICY

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| <input type="checkbox"/> Budget Area Administrators<br><input type="checkbox"/> Management Personnel<br><input checked="" type="checkbox"/> Supervisors<br><input checked="" type="checkbox"/> Elected/Appointed Officers | <input type="checkbox"/> Volunteers<br><input type="checkbox"/> Grant Recipients<br><input type="checkbox"/> Staff<br><input checked="" type="checkbox"/> Students |
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## DEFINITIONS

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

| Terms                       | Definitions   |
|-----------------------------|---|
| <b>Conflict of Interest</b> | Any involvement financially, through an employment or family connection, with any business, firm, vendor, and/or service doing business with the corporation.   |
| <b>Fraud</b>                | The intentional use of deceit, a trick or some dishonest means to deprive another of their money, property or legal right.  |
| <b>Defalcation</b>          | The withholding or misappropriating funds held for another or failing to make a proper accounting.  |
| <b>Corruption</b>           | The offering, giving, soliciting, or accepting of an inducement or reward that may improperly influence the action of a person or entity.   |
| <b>Misappropriation</b>     | The intentional, illegal use of the property or funds of another person for one's own use or other unauthorized purpose, particularly by a public official, a trustee or a trust, an executor or administrator of a |

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|----------------|---|
|                | dead person's estate or by any person with a responsibility to care for and protect another's asset.  |
| <b>Forgery</b> | The crime of creating a false document, altering a document, or writing a false signature for the illegal benefit of the person making the forgery. |

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## **STANDARDS**

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### **1. DUTIES AND RESPONSIBILITIES OF ASI PROGRAMMING**

ASI Programming is charged with event and activity programming and outreach efforts on behalf of ASI. Those programming and outreach efforts shall focus on:

- Planning and implementing campus entertainment centered on social, cultural and educational topics through a wide selection of frequent events and large-scale programs
- Planning and implementing campus spirit events centered on Titan Pride, while also promoting and supporting a strong sense of campus unity and identity with CSU Fullerton
- Raising awareness of and celebrating the diverse student body of CSU Fullerton
- Engaging in programming collaborations with other ASI programs and departments, as well as, with recognized student organizations and academic and administrative departments
- Supporting the programming and activities of recognized student organizations through the allocation of programming and travel funding through AICA
- Providing on-campus student involvement and leadership growth opportunities for students

ASI Programming is comprised of two entities, the Programming Board and the Association for Inter-Cultural Awareness, that operate to fulfill the mission and charge as directed by the ASI Board of Directors.

#### **Programming Board**

Programming Board shall focus on a wide variety of programming, including ASI's most major and large scale events.

The Programming Board will be comprised of student employees at the direction and supervision of Student Programs and Engagement.

#### **Association for Inter-Cultural Awareness (AICA)**

AICA is a specialized part of ASI Programming that shall focus on celebrating and promoting awareness and understanding of culture and diversity at CSU Fullerton. To accomplish this, AICA operates a General Council comprised of recognized student organizations that choose to join as members. These member organizations serve an integral role in the planning and implementing of AICA events.

AICA shall provide programming and travel funding to recognized student organizations as part of its operation, similar to a funding council. This funding is administered in accordance with established procedures specific to AICA and all applicable policy related to ASI funding provided to students and student organizations.

AICA shall hold regular General Council meetings in order to facilitate the planning and implementation of its programming, the administration of funding, and other content related to its programming.

The Association for Inter-Cultural Awareness leadership shall be comprised of:

- Chair
- Vice Chair

- Two (2) AICA Coordinators

## 2. ASI PROGRAMMING CONDUCT

### a. *Ethics*

#### **Introduction**

This code will serve as a minimum guide for ethical conduct and provide guidance and direction for all officers, directors, employees, and volunteers of ASI (collectively referred to herein as members or member) in the performance of their duties or in any context in which they are perceived as representing ASI.

#### **Laws and Regulations**

All members must comply with applicable laws and regulations governing the operation of ASI. This includes, but is not limited to, federal, state, county and municipal laws, the California Code of Regulations, the California Education Code, campus regulations of California State University Fullerton, and the Office of the Chancellor, California State University.

#### **Conflict of Interest**

Members must avoid conflicts of interest. Business decisions must be made objectively on the basis of price, quality, service and other competitive practices. To avoid any potential influence from existing or potential vendors and customers, members are prohibited from accepting gifts, from vendors, suppliers, and customers, of more than token value.

Members transacting business or entering into contracts on behalf of ASI must not have any interest, financial or personal, in those transactions or contracts. Should a member have an interest in an organization with who the ASI transacts business, the member must recuse themselves from any negotiation, authorization, or approval of such transactions.

Members must not be employed outside ASI where the outside employment impairs their ability to conduct ASI business because of conflicts of interests and competing interests.

#### **Anti-discrimination Policy**

Members must not take actions that discriminate against anyone on an unlawful basis, including gender, race, religion, color, national origin, sexual orientation, medical condition, age, physical or mental disability, marital status or family leave status.

#### **Public Disclosures**

If members in the course of their duties are called to make public disclosures to any governmental agency, under no circumstances can statements be made that are untrue, or omit or misstate material facts. If public disclosures are made to the press, members must seek to ensure that the statements are clear and understandable and not misleading. All official business of ASI done on a personal device may be subject to subpoena.

#### **Confidentiality**

Members must protect ASI confidential information and not divulge such to anyone except on a need-to-know basis. Members are expected to keep in confidence such information that would be considered confidential even if not clearly marked. This would include, but not be limited to, personal addresses, social security or other identification numbers, payroll records, performance evaluations, and/or personal information. All members must refrain from using personal devices to relay confidential information.

#### **Respect**

Members must work effectively with coworkers, customers and others by sharing ideas in constructive and positive manner; listening to and objectively considering ideas and suggestions from others, keeping commitments, keeping others informed of work progress, timetables and issues, addressing problems

and issues constructively to find mutually acceptable and practical business solutions, addressing others by name, title or other respectful identifier and respecting the diversity of our work force in actions, words and deeds. Members must be able to work effectively within a complex organizational setting and a multicultural campus environment. Members must be able to establish and maintain effective, cooperative, and harmonious relationships with students, staff, co-workers, faculty, alumni and the general public.

#### **Fair Dealing**

Behind any code of ethics is the concept of fair dealing. As a guiding principle, members must respect and deal fairly with customers, suppliers, vendors, contractors, co-workers, and the general public. In the course of conducting ASI business, members must not take advantage of others by misrepresentation, concealment, misuse of confidential and privileged information, or any other practice of unfair dealing.

Members must not disclose a vendor's pricing or business activities to competitors. In the course of business, all members must refrain from any practice that could constitute unfair dealing. At all times, members must be accurate and truthful in all their dealings with vendors, suppliers, and customers and be careful to accurately represent the services and products of ASI.

### **3. STUDENT LEADER APPOINTMENTS**

#### **Term of Appointment**

Each student leader in AICA shall serve for a full year term, following their appointment, which will commence on June 1 and end on the following May 31. An appointment occurring after June 1 shall commence immediately and end on the following May 31.

#### **Appointment**

The President will appoint all positions that receive student leader financial awards. These appointments are subject to approval by a majority vote of the Board of Directors. The President has the authority to remove any or all executive appointments.

#### **Vacancy**

In the event that a student leader in AICA should resign, a written notice of resignation must be submitted to the Vice President, and respective advisor.

#### **Abandonment**

A student leader position in ASI Programming is considered abandoned if the student leader is absent and non-communicative for more than five business days without notice to the Vice President, and respective advisor.

#### **Filling a vacancy of a student leader position**

In the event of a vacancy in a student leader position in AICA, the President, in consultation with the Vice President, shall appoint a new student leader to fill the vacant position subject to approval by a majority vote of the Board of Directors.

### **4. DUTIES AND RESPONSIBILITIES OF AICA CHAIR:**

Duties and responsibilities of the AICA Chair:

- Lead all General Council and related meetings
- Be responsible for the administration of all funds allocated through AICA to recognized student organizations
- Oversee the procedure for recognized student organizations to join and continue as members of the General Council
- Meet 1:1 with the Vice Chair and Coordinators regularly
- Guide and support AICA Coordinators with the development and implementation of their proposed programs, marketing and outreach plans and program evaluations

- Meet with identified advisors regularly
- Interview and recommend AICA Coordinators for appointment, in consultation with the Vice President
- Establish and maintain weekly office hours which commits enough time to adequately fulfill duties
- Attend summer, winter and ongoing training sessions as identified by Student Programs and Engagement.

## **5. DUTIES AND RESPONSIBILITIES OF AICA VICE CHAIR:**

Duties and responsibilities of the AICA Vice Chair:

- Be responsible for preparing and posting, in compliance with all applicable open meeting regulations, agendas for all General Council and related meetings
- In collaboration with the Chair, be responsible for the administration of all funds allocated through AICA to recognized student organizations
- In collaboration with the Chair, oversee the procedure for recognized student organizations to join and continue as members of the General Council
- Be responsible for maintaining an archive of all documents related to General Council and related meetings
- Submit a current financial report at each General Council meeting
- Attend weekly team and AICA meetings and other meetings as necessary to adequately fulfill duties
- Meeting with AICA Chair and identified advisor(s) regularly
- Establish and maintain weekly office hours which commits enough time to adequately fulfill duties
- Attend summer, winter and ongoing training sessions as identified by Student Programs and Engagement.

## **6. DUTIES AND RESPONSIBILITIES OF AICA COORDINATORS:**

Duties and responsibilities of the AICA Coordinators:

### **Events Coordinator**

- Plan and implement AICA programming during the fall and spring semesters
- Meet with General Council members who receive allocations for an event in order to assist with implementing the event
- Facilitate discussions and collaboration amongst the General Council to promote paired programming
- Coordinate marketing for all AICA programming
- Attend weekly team and AICA meetings and other meetings as necessary to adequately fulfill duties
- Meeting with AICA Chair and identified advisor(s) regularly
- Establish and maintain weekly office hours which commits enough time to adequately fulfill duties
- Attend summer, winter and ongoing training sessions as identified by Student Programs and Engagement.

### **Diversity Coordinator**

- Be responsible for scheduling cultural presentations on the agenda for regular General Council meetings
- Attend meetings of organizations for dialoguing on issues of concern
- Facilitate discussions and collaboration amongst advocacy focused commissions and other areas to raise awareness
- Prepare and present discussion sessions at General Council meetings and other events

- Attend weekly team and AICA meetings and other meetings as necessary to adequately fulfill duties
- Meeting with AICA Chair and identified advisor(s) regularly
- Establish and maintain weekly office hours which commits enough time to adequately fulfill duties
- Attend summer, winter and ongoing training sessions as identified by Student Programs and Engagement.

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**DATE APPROVED:**

**02/11/2020**

**DATE REVISED:**

**05/03/2023**