

POLICY CONCERNING COMPOSITION AND DUTIES OF COMMISSIONS

PURPOSE

The following policy has been established in order for the members of Associated Students, Inc. (ASI) Board of Directors (Board) to better serve their respective student constituencies by referring items brought to the Board to the proper ASI commission. The policy provides an overview of composition and responsibilities of each of the ASI commissions.

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WHO SHOULD KNOW THIS POLICY

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| <ul style="list-style-type: none"> <input type="checkbox"/> Budget Area Administrators <input checked="" type="checkbox"/> Management Personnel <input checked="" type="checkbox"/> Supervisors <input checked="" type="checkbox"/> Elected/Appointed Officers | <ul style="list-style-type: none"> <input type="checkbox"/> Volunteers <input type="checkbox"/> Grant Recipients <input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Students |
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DEFINITIONS

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

Terms	Definitions
Communications Commission	Commission focused on planning and implementing strategies, campaigns and events that communicate information about the ASI to the student body and campus community.

Community Engagement Commission	Commission responsible for enhancing the university’s reputation within the community by broadcasting the positive contributions of students, clubs, and organizations on campus.
Environmental Sustainability Commission	Commission responsible for raising awareness of environmental and sustainability issues on campus.
Lobby Corps Commission	Commission responsible for advocating on behalf of student interest on all levels of governance affecting higher education and other public policy issues.
Presidential Appointee Commission	Commission responsible for coordinating the development and overseeing students serving on Academic Senate and University-Wide Committees.
Scholarships Commission	Commission responsible for promoting the ASI Scholarship program, reviewing submitted applications regarding established ASI scholarships/loans, and awarding students based on their academic and organizational involvements.
University Affairs Commission	Commission responsible for identifying, addressing, advocating for, and resolving campus issues that impact our students.

STANDARDS

1. GENERAL INFORMATION

a. All Commissions

All items brought before the Board should be referred to the proper commission. The chair of each commission shall be responsible for presiding over meetings and reporting the commission’s recommendations to the Board. All commissions must report to the board at least one time per semester. Each commission to report to the Board a minimum of once a semester. In the event a commission member should resign, a written notice of their resignation shall be submitted to the chair of the commission.

b. General Composition

All ASI commissions shall be composed of at least a majority of students. The chairs of ASI commissions must be students. The chair shall not be counted when determining if a commission is composed of at least a majority of students.

2. COMMUNICATIONS COMMISSION

The Communications Commission focuses on planning and implementing strategies, campaigns and events that communicate information about the ASI to the student body and campus community.

The Communications Commission shall be composed of the following:

- Chief Communications Officer
- Three (3) Media Outreach Coordinators

The Chief Communications Officer shall serve as the Communications Commission Chair. The Media Outreach Coordinators are a liaison between the ASI and the student body. 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 Media Outreach Coordinator assists with the social media efforts of the ASI by managing Facebook, Twitter, Instagram, Snap Chat, Flickr and YouTube accounts. They also help to plan and implement other creative concepts to promote any and all events of the ASI. The commission coordinators shall be appointed by the ASI President, upon recommendation of the Chief Communications Officer, with approval of the Board.

3. COMMUNITY ENGAGEMENT COMMISSION

The Community Engagement Commission shall be responsible for enhancing the university's reputation within the community by broadcasting the positive contributions of students, clubs, and organizations on campus. They shall also build positive working relationships with community leaders and residents by attending pertinent public and town hall meetings; working closely with the campus to promote their philanthropic and commendable contributions.

The Community Engagement Commission shall be composed of:

- Community Engagement Commission Director
- Three (3) Coordinators

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

4. ENVIRONMENTAL SUSTAINABILITY COMMISSION

The Environmental Sustainability Commission shall be responsible for raising awareness of environmental and sustainability issues on campus. This shall be done through developing events and programs, 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 and ASI.

The Environmental Sustainability Commission shall be comprised of:

- Environmental Sustainability Commission Director
- Programming Coordinator
- Promotions Coordinator
- Waste and Energy Coordinator
- At least three (3) commission members
- At least one (1) member of the Board of Directors

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

5. LOBBY CORPS COMMISSION

The Lobby Corps Commission shall be responsible for advocating 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:

- Chief Governmental Officer
- Advocacy Coordinator
- Events Coordinator
- Promotions Coordinator
- At least three (3) commission members
- At least one (1) member of the Board of Directors

Coordinator Duties

- The Advocacy Coordinator shall be responsible for scheduling and preparing talking points for lobby visits, campus community and commission outreach, as well as other duties as assigned by the Chief Governmental Officer.
- The Events Coordinator shall serve as an events/program coordinator for the commission and be responsible for other duties as assigned by the Chief Governmental Officer.
- The Promotions Coordinator shall be responsible for publicity, social media accounts for the commission, strategic communication for campaigns and mobilization, and other duties as assigned by the Chief Governmental Officer.

The Chief Governmental Officer shall chair the commission. The Advocacy Coordinator, Events Coordinator and Promotions Coordinator, 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 coordinates the development and oversees 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:

- Presidential Appointees Commission Chair
- ASI Presidential Appointee per Academic Senate Standing Committees
- ASI Presidential Appointee per University Wide Committees

The commission chair 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. SCHOLARSHIPS COMMISSION

The Scholarships Commission shall be responsible for promoting the ASI Scholarship program, reviewing submitted applications regarding established ASI scholarships/loans, and awarding students based on their academic and organizational involvements.

The Scholarship Commission may make recommendations for the creation/deletion of any existing scholarships/loans and related programs. Items regarding the creation/deletion of any existing scholarships/loans and related programs must be brought before the Board of Directors for approval. Decisions on individual established ASI scholarships/loans need not be referred to the Board of Directors unless otherwise decided by the Scholarship Commission.

The Scholarship Commission shall be composed of:

- Scholarship Commission Director
- At least three (3) commission members

The Scholarship Commission Director shall be appointed by the ASI President, upon recommendation of the Vice President, with approval of the Board. They shall be responsible for holding meetings, coordinating the activities of the commission, advertising and publicity efforts, and for other duties as assigned by the Vice President.

8. STREET TEAM COMMISSION

The Street Team Commission shall be responsible for providing on-campus student involvement and leadership growth opportunities through weekly meetings and events. They shall also support a variety of ASI teams including but not limited to Association for InterCultural Awareness (AICA), ASI Productions, and Titan Tusk Force.

The Street Team Commission shall be composed of the following:

- Street Team Commission Lead
- Programming Coordinator
- At least three (3) commission members

The Street Team Commission Leader and Programming Coordinator shall be appointed by the ASI President, with the help of the Vice President and approval of the Board.

9. UNIVERSITY AFFAIRS COMMISSION

The mission of the University Affairs Commission 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:

- The Chief Campus Relations Officer
- At least three (3) commission members
- At least one (1) member of the Board of Directors

The Chief Campus Relations Officer shall chair the commission.

DATE APPROVED: 12/05/2017