

# POLICY CONCERNING COMPOSITION AND DUTIES OF COMMISSIONS

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## 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"> <li><input type="checkbox"/> Budget Area Administrators</li> <li><input checked="" type="checkbox"/> Management Personnel</li> <li><input checked="" type="checkbox"/> Supervisors</li> <li><input checked="" type="checkbox"/> Elected/Appointed Officers</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Volunteers</li> <li><input type="checkbox"/> Grant Recipients</li> <li><input checked="" type="checkbox"/> Staff</li> <li><input checked="" type="checkbox"/> Students</li> </ul> |
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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 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.
<b>Communications Commission</b>	Commission focused on planning and implementing strategies, campaigns, and events that communicate information about ASI to the student body and campus community.
<b>Community Engagement Commission</b>	Commission responsible for enhancing the university's reputation within the community by broadcasting the positive contributions of students, clubs, and organizations.
<b>Environmental Sustainability Commission</b>	Commission responsible for raising awareness of environmental and sustainability issues on campus.
<b>Lobby Corps Commission</b>	Commission responsible for advocating on behalf of student interest on all levels of governance affecting higher education and other public policy issues.
<b>Presidential Appointee Commission</b>	Commission responsible for coordinating the development and overseeing students serving on Academic Senate and university-wide Committees.
<b>Social Justice &amp; Equity Commission</b>	Commission responsible for educating, promoting, and advocating for social causes deemed necessary by marginalized students and student groups on campus.
<b>University Affairs Commission</b>	Commission responsible for identifying, addressing, advocating for, and resolving campus issues that impact our students.

## STANDARDS

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### 1. DUTIES AND RESPONSIBILITIES OF ASI COMMISSIONS

*a. All Commissions*

Commissions are charged with leading advocacy, programming, 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. 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 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. ASI COMMISSIONS 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 commission director or coordinator 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 commission director or coordinator should resign, a written notice of resignation must be submitted to their respective ASI Chief Officer, respective advisor, and the Director of Leader & Program Development.

### **Abandonment**

A commission director or coordinator position is considered abandoned if the student leader is absent and non-communicative for more than five business days without notice to the respective ASI Chief Officer, respective advisor, or the Director of Leader & Program Development.

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

In the event of a vacancy in a student leader position in an ASI Commission, the President, in consultation with the respective ASI Chief Officer, shall appoint a new student leader to fill the vacant position subject to approval by a majority vote of the Board of Directors.

## **4. COMMISSION DIRECTORS**

Duties and responsibilities of the Commission Directors:

- Organize and facilitate biweekly team meetings
- Monitor use of their respective commission budget
- Hold regular one-on-one meetings with their commission coordinators
- Oversee the coordination and development of commission events and campaigns
- Meet regularly with identified advisors
- Interview and recommend Commission Coordinators for appointment, in consultation with their respective ASI Chief Officer
- Establish and maintain weekly office hours which commits enough time to adequately fulfill duties
- Attend summer, winter and ongoing training sessions as identified by ASI Leader & Program Development

## **5. COMMISSION COORDINATORS**

Duties and responsibilities of the Commissions Coordinators:

- Develop and implement programs, events, and campaigns that meet the charge of their respective commissions

- Attend weekly team meetings and other meetings as necessary to adequately fulfill duties
- Meet regularly with respective Commission Director or ASI Chief Officer and identified advisor(s)
- Establish and maintain weekly office hours that commit enough time to adequately fulfill duties
- Attend summer, winter, and ongoing training sessions as identified by ASI Leader & Program Development

## **6. COMMUNICATIONS COMMISSION**

The Communications Commission purpose is to implement strategies, campaigns and events that communicate information about ASI to the student body and campus community.

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
- At least one (1) member of the TSC Board of Trustees

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

## **7. COMMUNITY ENGAGEMENT COMMISSION**

The Community Engagement Commission purpose is to connect community members and opportunities from city events and city council meetings to CSU Fullerton students, clubs, and organizations. They shall host community-benefiting events, such as clean-ups, to show appreciation for the surrounding community.

The Community Engagement Commission shall be composed of:

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

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, with approval of the Board.

## **8. 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, 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:

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

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.

## **9. 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:

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

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.

## **10. PRESIDENTIAL APPOINTEE COMMISSION**

The Presidential Appointee Commission purpose is to coordinate the development of, and oversee students serving on, Academic Senate and university-wide Committees. This commission supports students while providing an avenue to enhance educational, interpersonal, and 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
- At least one (1) member of the TSC Board of Trustees

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.

## **11. 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 remove 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:

- Chief Inclusion & Diversity Officer
- Social Justice & Equity Commission Coordinator
- Commission members
- At least one (1) member of the Board of Directors
- At least one (1) member of the TSC Board of Trustees
- One (1) faculty member recommended by the Academic Senate Chair

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

## **12. 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 or 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 and the university as well as 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
- University Affairs Commission Coordinator
- Commission members
- At least one (1) member of the Board of Directors
- At least one (1) member of the TSC Board of Trustees

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

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