

# POLICY CONCERNING EXECUTIVE OFFICERS OPERATIONS

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## PURPOSE

The following policy has been established in order for the Executive Officers of Associated Students Inc. (ASI) to better serve their student constituencies and to make sure each officer performs the duties of their position in a thoughtful and responsible manner. 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 Executive Officers.

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## WHO SHOULD KNOW THIS POLICY

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

## DEFINITIONS

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

<b>Terms</b>	<b>Definitions</b>
<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.

## **STANDARDS**

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### **1. EXECUTIVE OFFICERS CONDUCT**

All members of the Executive Officers are required to adhere to the standards of conduct outlined in the ASI Policy Concerning Conflict of Interest and Ethics. This comprehensive policy incorporates previous board-specific mandates, including the mandatory Certification of Non-Conflict of Interest (as required by California Education Code), strict adherence to anti-discrimination and confidentiality protocols, and the commitment to fair dealing and professional respect in all ASI-related interactions. Detailed procedures regarding recusal, gift limitations, and public disclosures are maintained within that policy to ensure organizational integrity and legal compliance.

### **2. TERM OF OFFICE**

Each officer shall serve for a full year term following the general election which will commence on June 1 and end on the following May 31.

#### **Attendance at Board of Directors Meetings**

The Executive Officers serve as liaisons to the ASI Board of Directors and attend all regularly scheduled meetings. Liaisons do not have voting privileges, nor shall they be counted in quorum.

Attendance is defined as being present prior to the announcement of unfinished business and remaining until the scheduled ending time for the meeting.

- Excused absences for due cause (as defined in ASI Bylaws Article II Section 4):
  - Absence due to scheduled classes are not excused.
  - For absence to be excused, the Chair must be properly notified, at least twenty-four (24) hours', prior to the meeting unless the Officer is physically unable to do so.
- Excusal for an absence with due cause may only be granted by a majority vote of the Board.
- During summer meetings two (2) excused absences shall be computed as one (1) absence toward the record.
- Fall recess, intercession, spring recess, legal holidays, and the last week of instruction shall not be used in computing attendance.
- Liaisons may serve as designee for the ASI President. Attendance policy for standing committee meetings:
  - If a member's attendance at one standing committee meeting impedes their ability to attend another standing committee meeting, then that member will be excused from the meeting they were unable to attend.
  - Members are responsible for requesting excused absences from standing committee meetings which conflict with other appointments, events, or scheduling.

- A member may only be counted as absent from a standing committee meeting if that meeting was held during the regular meeting time as stated on the agenda.
- A member may only be counted as absent from a standing committee meeting if that member properly notified the chair.

### **3. DUTIES AND RESPONSIBILITIES OF THE PRESIDENT**

Duties and responsibilities of the President:

- Executes the resolutions and policies pass by the Board of Directors
- Submits a budget proposal to Finance Committee of the Board of Directors on or before the second meeting in March of each fiscal year
- Presides over the Board of Directors in the event the Board has not elected a Chair or Vice Chair, until a Chair or Vice Chair has been elected
  - In serving as Chair, the President will not be eligible to vote
- President or designee will chair the Instructionally Related Activities (IRA) committee
- President or designee will serve as a voting member on the CSU Fullerton Academic Senate
- Serves as a voting or non-voting member on the California State Student Association (CSSA) Board of Directors
- Maintains communication with all Cal State Fullerton's partners and Auxiliaries.
  - President or designee will serve as a board member or ASI representative on university board they are invited to
  - This may include: President's Advisory Board, California State University, Fullerton Philanthropic Association, Alumni Association, and Auxiliary Services Corporation
- Maintains relationships campus partners, and are encouraged to meet regularly with the University President, Provost, Vice President of Student Affairs, the Director of Athletics, and the Chief of Police
- President shall be a standing liaison officer of all ASI committees except the Audit Committee
- Formal President Actions will be taken through Executive Orders
- Performs all duties in ASI Bylaws and ASI Policy concerning the ASI President
- Establishes and maintains weekly office hours which commits enough time to adequately fulfill duties in addition to meeting with students
  - At least one hour a week and by appointment

#### ***a. Executive Appointments***

The President will appoint all positions that receive financial awards, scholarships, or any other material compensation for service. These appointments are subject of approval by the majority of the Board of Directors. The President has the authority to remove any or all executive appointments.

#### **Vacancy of the position of President**

In the event the President should resign, a written notice of resignation must be submitted to Vice President, Chair of the Board of Directors, and the ASI Associate Vice President and Executive Director.

#### **Abandonment of the position of President**

The office of the President is considered abandoned if the President is absent and non-communicative for more than five business days without notice to the Vice President, Chair of the Board of Directors, or the ASI Associate Vice President and Executive Director. Position abandonment is grounds for declaration of vacancy and shall be filled in accordance to ASI Policy.

#### **Filling a vacancy of the position of President**

In the event of a vacancy in the office of President, the vacancy shall be filled by the Vice President who shall appoint a new Vice President subject to approval by a majority vote of the Board of Directors.

In the event of the simultaneous vacancy in the position of President and Vice President, the Chair of the Board of Directors shall automatically assume the office of President and appoint a Vice President subject to majority Board of Directors approval.

### **4. DUTIES AND RESPONSIBILITIES OF THE VICE PRESIDENT**

Duties and responsibilities of the Vice President:

- In the event of the absence or inability of the President, the Vice President performs all duties of the

President and will have all the power of and be subject to all the restriction of the President

- Fulfills all duties and responsibilities that are assigned by the President, ASI Bylaws, and ASI Policy concerning the Vice President
- Has the responsibility to regularly inform the Board of Directors of their official activities
- Promotes ASI Scholarships program, oversee the review of submitted applications, and awards students
- Promotes the ASI Research Grants program, Chairs the review and funding allocation committee
- Provides guidance and support to the ASI Governance Ambassador program
- Chairs the Executive Senate
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- Has the responsibility for the recognition of student leaders within ASI
- Establishes and maintains weekly office hours which commits enough time to adequately fulfill duties in addition to meeting with students
  - At least one hour a week and by appointment

#### **Vacancy of the position of Vice President**

In the event the Vice President resigns, a written notice of the resignation must be submitted to the President, Chair of the Board of Directors, and the ASI Associate Vice President and Executive Director.

#### **Abandonment of the position of Vice President**

The office of the Vice President is considered abandoned if the Vice President is absent and non-communicative for more than five business days without notice to the President, Chair of the Board of Directors, or the ASI Associate Vice President and Executive Director. Position abandonment is grounds for declaration of vacancy and shall be filled in accordance to ASI Policy.

#### **Filling a vacancy of the position of Vice President**

In the event of a vacancy in the office of the Vice President, the President shall appoint a Vice President subject to approval by a majority vote of the Board of Directors.

## **5. DUTIES AND RESPONSIBILITIES OF THE CHIEF CAMPUS RELATIONS OFFICER**

Duties and responsibilities of the Chief Campus Relations Officer:

- Has the responsibility to regularly inform the Board of Directors of their official activities
- Fulfills all duties and responsibilities that are assigned by the President, ASI Bylaws, and ASI Policy concerning the Chief Campus Relations Officer
- Maintains correspondence with CSU Fullerton Provost, Academic Senate Chair, Chief of Staff of the President and the Vice President of Student Affairs
- Maintains correspondence within on-campus issues and the campus climate
- Leads the University Affairs Commission and is responsible for facilitating on-campus advocacy initiatives
- Oversees the Environmental Sustainability Commission
- May serve as the President's designee for the CSU Fullerton Academic Senate
- Establishes and maintains weekly office hours which commits enough time to adequately fulfill duties in addition to meeting with students
  - At least one hour a week and by appointment

#### **Vacancy of the position of Chief Campus Relations Officer**

In the event that the Chief Campus Relations Officer should resign, a written notice of their resignation must be submitted to the President, Vice President, and the ASI Associate Vice President and Executive Director.

#### **Abandonment of the position of Chief Campus Relations Officer**

The office of the Chief Campus Relations Officer is considered abandoned if the Chief Campus Relations Officer is absent and non-communicative for more than five business days without notice to the President, Vice President, or the ASI Associate Vice President and Executive Director. Position abandonment is grounds for declaration of vacancy and shall be filled in accordance to ASI Policy.

**Filling a vacancy of the position of Chief Campus Relations Officer**

In the event of a vacancy in the office of the Chief Campus Relations Officer, the President shall appoint a Chief Campus Relations Officer subject to approval by a majority vote of the Board of Directors.

**6. DUTIES AND RESPONSIBILITIES OF THE CHIEF GOVERNMENTAL OFFICER**

Duties and responsibilities of the Chief Governmental Officer:

- Has the responsibility to regularly inform the Board of Directors of their official activities
- Fulfills all duties and responsibilities that are assigned by the President, ASI Bylaws, and ASI Policy concerning the Chief Governmental Officer
- Maintains correspondence with Cal State Fullerton Government Relations Department and local, state, and federal elected officials and government agencies
- Conducts in-district lobby visits to the Fullerton Delegation
- Leads the Lobby Corps Commission
- May be appointed by the President as the voting or non-voting member of the California State Student Association (CSSA) Board of Directors
- Establishes and maintains weekly office hours which commits enough time to adequately fulfill duties in addition to meeting with students
  - At least one hour a week and by appointment

**Vacancy of the position of Chief Governmental Officer**

In the event that the Chief Governmental Officer should resign, a written notice of their resignation must be submitted to the President, Vice President, and the ASI Associate Vice President and Executive Director.

**Abandonment of the position of Chief Governmental Officer**

The office of the Chief Governmental Officer is considered abandoned if the Chief Governmental Officer is absent and non-communicative for more than five business days without notice to the President, Vice President, or the ASI Associate Vice President and Executive Director. Position abandonment is grounds for declaration of vacancy and shall be filled in accordance to ASI Policy.

**Filling a vacancy of the position of Chief Governmental Officer**

In the event of a vacancy in the office of the Chief Governmental Officer, the President shall appoint a Chief Governmental Officer subject to approval by a majority vote of the Board of Directors.

**7. DUTIES AND RESPONSIBILITIES OF THE CHIEF INCLUSION AND DIVERSITY OFFICER**

Duties and responsibilities of the Chief Inclusion and Diversity Officer:

- Has the responsibility to regularly inform the Board of Directors of their official activities
- Fulfills all duties and responsibilities that are assigned by the President, ASI Bylaws, and ASI Policy concerning the Chief Inclusion and Diversity Officer
- Maintains correspondence with CSU Fullerton Diversity Initiatives & Resource Centers Department, Human Resources, Inclusive Excellence (HRIE) Division, Veterans Resource Center, Male Success Initiative, Disability Support Services, and any campus departments that serve historically marginalized communities
- Facilitates on-campus social justice advocacy initiatives, such as the Roundtable Project
- Leads the Social Justice & Equity Commission
- Oversees the Community Engagement Commission
- Assess programming practices within ASI to ensure values of diversity, inclusion, equity, and social justice components are properly upheld
- May serve as the ASI President's designee on Academic Senate Diversity and Inclusion Committee, President's Commission on Equity and inclusion (PCEI), and other campus working groups

- Assists the Chair of the Board of Directors, ASI President, and professional staff advisors to ensure cultural competency, social justice, identity, and ally trainings are included in student leadership trainings
- Assists the Board of Directors in assessing policy to ensure they are serving values of diversity, inclusion, equity, and social justice
- Establishes and maintains weekly office hours which commits enough time to adequately fulfill duties in addition to meeting with students
  - At least one hour a week and by appointment

**Vacancy of the position of Chief Inclusion and Diversity Officer**

In the event that the Chief Inclusion and Diversity Officer should resign, a written notice of their resignation must be submitted to the President, Vice President, and the ASI Associate Vice President and Executive Director.

**Abandonment of the position of Chief Inclusion and Diversity Officer**

The office of the Chief Inclusion and Diversity Officer is considered abandoned if the Chief Inclusion and Diversity Officer is absent and non-communicative for more than five business days without notice to the President, Vice President, or the ASI Associate Vice President and Executive Director. Position abandonment is grounds for declaration of vacancy and shall be filled in accordance to ASI Policy.

**Filling a vacancy of the position of Chief Inclusion and Diversity Officer**

In the event of a vacancy in the office of the Chief Inclusion and Diversity Officer, the President shall appoint a Chief Inclusion and Diversity Officer subject to approval by a majority vote of the Board of Directors.

**Vacancy of the position of Chief Campus Relations Officer**

In the event that the Chief Campus Relations Officer should resign, a written notice of their resignation must be submitted to the President, Vice President, and the ASI Associate Vice President and Executive Director.

**8. DUTIES AND RESPONSIBILITIES OF THE PRESIDENT-ELECT**

Duties and responsibilities of the President-elect:

- Presents the presidential appointments that require confirmation from the incumbent ASI Board of Directors by the final meeting of the year

**Vacancy and Filling of the President-elect and Vice President-elect**

In the event of a vacancy in the office of President-elect, the Vice President-elect shall become President-elect and shall appoint a new Vice President-elect subject to approval by a two-thirds majority vote of the incumbent Board of Directors.

In the event of a vacancy in the position of the Vice President-elect, the President-elect shall appoint a new Vice President-elect subject to approval by a two-thirds majority vote of the incumbent Board of Directors.

In the event of a simultaneous vacancy of both the President-elect and the Vice President-elect, a special election shall be conducted prior to the end of the third week of fall semester. The current positions shall remain vacant until the first regularly scheduled meeting of the term (June). After the Board of Directors elect its Chair and Vice Chair, the Chair of the Board of Directors shall automatically assume the office of President on an interim basis and the Vice Chair shall automatically assume the office of Chair on an interim basis until the special election for President and Vice President can be held at the beginning of fall semester.

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<b>DATE REVISED:</b>	<b>04/20/2021</b>
	<b>05/02/2023</b>
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