



**ASSOCIATED STUDENTS, INC
CALIFORNIA STATE UNIVERSITY SAN MARCOS**

CODES OF GOVERNANCE

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FOREWORD

The Articles of Incorporation, Bylaws, Codes of Governance, and Corporate Policies, shall be the official governing documents of Associated Students, Incorporated of California State University San Marcos. All other regulating documents of the Corporation shall be subordinate to said official governing documents. The stated order of the official governing documents shall be the order of precedence of said official governing documents, and when in conflict, the preceding official document shall supersede the subordinate document. The Bylaws shall further define and support said Articles of Incorporation and shall be just as binding as any part of the Articles of Incorporation. The Codes of Governance and Corporate Policies shall further define and support said Bylaws and shall be just as binding as any part of the Bylaws. The documents aforementioned shall be congruent to any orders as stated by the CSU at all times.

1. Name

This document shall be called the Duties of the President.

2. Authority

The authority given in Article 10, Section 2, Article 12, Section 3, and Article 15, Section 2 of the Bylaws of Associated Students, Inc. of California State University, San Marcos, shall establish these duties.

3. Purpose

The purpose for this code is to define the role and responsibilities of the ASI President.

4. Date of Effectiveness

This code shall be effective upon the confirmation approval of the Board of Directors.

Date of effectiveness:

5. Amendments

This code may be amended by a majority vote by the Rules Committee with the approval of the Board of Directors by a simple majority vote.

6. Duties**A. General:** The ASI President shall:

1. Serve as the Chief Executive Officer (CEO) to ASI and its Board of Directors.
2. Have overall responsibility of carrying out the operations and management responsibilities of the Corporation and the acts of the Board of Directors.
3. Be empowered to make all decisions concerning the efficient day-to-day operation of the Corporation.
4. Generally direct and supervise the officers of the Corporation. This includes the responsibility of the performance of proper conduct and efficient administration of all Executive Committee activities and Officers.
5. Serve or designate a representative as an ex-officio non-voting member to all Boards, Organizations, Councils, and Committees of the Corporation if attending meetings consistently, unless otherwise stipulated by the Bylaws of this Corporation. If regular attendance is not met a new designee shall be appointed or the seat shall be vacated for the semester.
6. Be the official spokesperson and host of ASI to the administration of the University and the general public. This includes to represent and to act on behalf of ASI at any applicable event, meeting, and appointment unless otherwise stipulated by the Bylaws of this Corporation.
7. Ensure the ASI Bylaws, Articles of Incorporation, Codes of Governance, Policies and Procedures, and Resolutions are adhered to and enforced.
8. Provide a timely signature for all official ASI documents.
9. Responsible for expenditures of any cost centers under the jurisdiction of the Office of the President's Budget. Assess that respective budget and revise where necessary and submit a budget proposal for the following year to the Finance Board in a timeline specified by the Vice President of Finance.
10. Report pertinent information and activities of the Corporation to the Board of Directors.

B. Specific: The ASI President shall:

1. Ensure that a five (5) year strategic financial plan is communicated, followed and updated.
2. Conduct and collaborate with the ASI Officers, a "State of the ASI Address" each semester in conjunction with the University President and ASI Vice Presidents to update the campus community about critical issues facing Cal State University San Marcos and the current activities of ASI within the first five (5) weeks of the semester, excluding summer session.
3. Construct and present the ASI Annual Report.
4. Appoint the Chair to any ASI Boards, Committees, and any other bodies unless otherwise stipulated by the Bylaws of the Corporation.
5. Appoint the Chair of the ASI Elections Committee, subject to approval by a majority vote of the Board of Directors.

6. Promote with the University President University advancement with prospective and honorary guests of the University when appropriate.
 7. Collaborate with the Executive Director to schedule, plan, and coordinate the following ASI Retreats:
 - a. ASI Board of Directors Transition Process and Retreat
 - b. ASI Board of Directors Development Retreat
 - c. ASI Board of Directors Mid-Year Development Retreat
 - d. ASI Executive Officer Development Retreat
 - e. ASI Executive Officer Mid-Year Development Retreat

In addition, the ASI President shall schedule a date of all retreats abovementioned prior to the release of ASI Election Packets, unless otherwise stipulated in the Bylaws.
 8. Work with the Executive Director (ED) to confirm, without the release of grades, the good standing and eligibility of all ASI Board of Directors members through University Personnel.
 9. Develop a transitional training program for the successor, including a transition manual.
- C. Meetings and Committees: The ASI President shall:
1. Chair the Executive Committee and set and supervise the distribution of the agenda.
 2. Chair the ASI President's Cabinet and set and supervise the distribution of the agenda.
 3. Chair the Board of Directors and set and supervise the distribution of the agenda.
 4. Have accountability to the Board of Directors on all Corporation Boards (i.e. Finance Board).
 5. Attend and represent students of Cal State University San Marcos at:
 - a. California State Student Association (CSSA)
 - b. San Diego President's Intercollegiate Council (SDPIC)
 6. Entertain and manage (unless chosen to designate) meetings with the following individuals as needed:
 - a. University President
 - b. Vice President of Student Affairs
 - c. University Provost
 - d. ASI Executive Director
 - e. Vice President of Operations
 - f. Vice President of External Affairs
 - g. Vice President of Finance
 - h. Vice President of Marketing
 7. Serve or appoint a designee as student representative on the following University Committees:
 - a. University President's Cabinet
 - b. University Budget Committee
 - c. University Physical Master Plan
 - d. University Student Union Advisory Board
 - e. Student Fee Advisory Council
- D. Powers and Authority: As stated in Article 16, Section 3 of the Bylaws, the ASI President shall:
1. Have the authority to call meetings, including special meetings of the Corporation and the ASI Board of Directors.
 2. Be empowered to make all decisions concerning the efficient day-to-day operation of the Corporation.
 3. Have the power to appoint a President's Designee, as they deem necessary.
 4. Have the authority to employ and dismiss the ASI Executive Director with the ratification of the ASI Board of Directors and counsel of the University President.
 5. Have the power to create ad-hoc and standing committees.
 6. Have the power to appoint and remove ASI Committee Chairs (standing and ad-hoc) unless otherwise stipulated by the Bylaws of this Corporation, subject to a majority confirmation vote by the Board of Directors.
 7. Appoint the Chair of the Board of Directors, with the ratification of the Board of Directors by a two-thirds (2/3) vote.
 8. Have the authority to be a member of the Board of Directors of the California State Student Association (CSSA).
 9. Have the authority to issue an Executive Order such as appointing Committee Chairs or on a matter that would be under the powers of the ASI Board of Directors. An Executive Order shall

only be in effect until at such time as the ASI Board of Directors can submit to the agenda, per Gloria Romero Open Meeting Act and approved, which shall only be active during the term of the incumbent ASI President. This shall be utilized in only extreme and urgent cases subject to be time sensitive. Executive Orders may not be issued to express the opinion of ASI.

10. Have the authority to select an ASI Honorary Member. The ASI President may grant any deserving person who has given service to ASI such status. The ASI President shall submit the name(s) of the candidate(s) for this status to the Board of Directors for approval.
 11. Have the authority to sit and preside on all ASI meetings and committees.
 12. Have the authority to authorize requisition forms in the absence or request of the Vice President of Finance.
 13. Have the authority to and shall discharge the duties ordinarily conferred upon and discharged by the President of a CSU student body organization.
- E. Service Hours: The ASI President shall:
1. Serve twenty (20) hours per week during Fall and Spring Session.
 2. Serve a minimum of ten (10) hours per week during the Summer Session.
 3. Participate in the Panetta Institute hosted at CSU Monterey Bay.
- F. Office Hours: The ASI President shall:
1. Serve a minimum of fifteen (15) hours of the twenty (20) service hours per week during Fall and Spring Session. These shall be served in the ASI Corporate Office.
 2. Serve a minimum of two (2) hours of the ten (10) service hours per week during the Summer Session. These shall be served in the ASI Corporate Office.
- G. Succession
- In accordance to Article 5, Section 6, Sub-Section 6.5 of the Bylaws, upon the incapacitation, resignation, absence or withdrawal from the University by the ASI President, the ASI Vice President of Operations shall immediately serve in that office for the remainder of the term.

1. Name

This document shall be called the Duties of the Vice President of Operations.

2. Authority

The authority given in Article 10, Section 2, Article 12, Section 3, and Article 15, Section 2 of the Bylaws of Associated Students, Inc. of California State University, San Marcos, shall establish these duties.

3. Purpose

The purpose for this code is to define the role and responsibilities of the Vice President of Operations.

4. Date of Effectiveness

This code shall be effective upon the confirmation approval of the Board of Directors.
Date of effectiveness:

5. Amendments

This code may be amended by a majority vote by the Rules Committee with the approval of the Board of Directors by a simple majority vote.

6. Duties**A. General: The Vice President of Operations shall:**

1. Serve as the Chief Operations Officer (COO) to ASI and its Board of Directors.
2. Have responsibility of monitoring operations management of ASI entities.
3. Participate in activities within the Corporation including workplace diversity, employment and appointment processes, training and orientation, and other personnel activities as deemed necessary.
4. Act as Parliamentarian and ensure actions and decisions of the Board of Directors are in accordance with the ASI Bylaws, Resolutions and Policies.
5. Be responsible for the efficient functioning of all Boards and Committees, which shall include consideration and review of all ASI Board and Committee appointments, excluding Board Member appointments, who shall be appointed by the Board of Directors.
6. Have responsibility of the appointments of University and ASI Committee seats unless otherwise stipulated in the Bylaws.
7. Responsible for expenditures of any cost centers under the jurisdiction of the Operations Office. Assess that respective budget and revise where necessary and submit a budget proposal for the following year to the Finance Board in a timeline specified by the Vice President of Finance.
8. Collaborate with the ASI President to move forward ASI goals, initiatives, and objectives.
9. Report pertinent information, actions, and activities of the Operations Office to the ASI President and Board of Directors.

B. Specific: The Vice President of Operations shall:

1. Maintain Operations Management and report to the Board of Directors pertinent information, plans and activities of all ASI Service Areas, unless otherwise stipulated in the Bylaws including the Business Center, Recreation Center, LGBTQA Center, Women's Center and Tukwut Leadership Center (i.e. personnel, events, expansion).
2. Keep on record an updated copy of the ASI Bylaws and the ASI Codes of Governance and shall maintain a current ASI Resolutions Binder and distribute to the ASI Corporate Branches and the public in addition to bringing an updated copy of the Bylaws and Codes of Governance to all meetings of the Board of Directors.
3. Construct and compile a student committee participation evaluation form.
4. Shall collaborate with the respective ASI Director and Coordinator to develop a budget for the upcoming fiscal year for the Service Areas (i.e. Business Center, Women's Center, Tukwut Leadership Center), to be forwarded to the Finance Board by specified time set by the Vice President of Finance.

5. Work in collaboration with the Outreach and Recruitment Specialist to locate, interview, and provide orientation about duties and responsibilities associated with committee membership set forth by the Student Committee Membership Responsibility Code (SCMRC).
 6. Work with ASI and University Committee Chairs to ensure the student committee appointees are welcomed to the committee and understand the committee's purpose.
 7. Develop a transitional training program for the successor, including a transition manual.
- C. Meetings and Committees: The Vice President of Operations shall:
1. Appoint and oversee all student representatives to University campus-wide committees.
 2. Serve as an Ex-Officio voting member of the Executive Committee.
 3. Serve as an Ex-Officio voting member of the Board of Directors.
 4. Serve as an ex-officio member on all ASI entity staff meetings, unless otherwise stipulated by the Bylaws of this Corporation.
 5. Chair the Rules Committee and set and supervise the distribution of the agenda.
 6. Entertain or attend meetings with the following individuals as needed:
 - a. University Provost
 - b. ASI President
 - c. ASI Executive Director
 - d. Outreach and Recruitment Specialist
 - e. Student Coordinators of the respective areas
 - f. ASI Director of respective areas
 7. Serve or appoint a designee as student representative of the following University Committee(s):
 - a. Student Fee Advisory Committee
- D. Powers and Authority: As stated in Article 16, Section 4 of the Bylaws, the Vice President of Operations shall:
1. Have the authority to recommend for removal any person from any ASI entity/department with majority approval of the Board of Directors.
 2. Have the authority to appoint and remove active members of the Corporation to Statewide, University, and ASI Committees unless otherwise stipulated in these Bylaws or Codes of Governance.
 3. Have the authority to recommend operations policy and guidelines for the Corporation in conjunction with the ASI President and ASI Rules Committee to the ASI Board of Directors.
 4. Have the authority to control the dissemination of all ASI legal documents (i.e. agendas, minutes) except the evaluation forms of the Executive Director, which shall be in the security of the ASI President.
 5. Have the authority to authorize by signature all agendas and minutes of the ASI Board of Directors and Executive Committee Meetings.
 6. Have the authority to perform the duties of the ASI President at the request of or in the absence of the ASI President, excluding chairing the meetings of the Board of Directors.
 7. Have the authority to make day to day operational decisions within their respective jurisdiction, subject to approval by the ASI President.
- E. Service Hours: The Vice President of Operations shall:
1. Serve twenty (20) hours per week during Fall and Spring Session.
 2. Serve a minimum of ten (10) hours per week during the Summer Session.
- F. Office Hours: The Vice President of Operations shall:
1. Serve a minimum of fifteen (15) hours of the twenty (20) service hours per week during Fall and Spring Session. These shall be served in the ASI Corporate Office.
 2. Serve a minimum of two (2) hours of the ten (10) service hours per week during the Summer Session. These shall be served in the ASI Corporate Office.
- G. Succession
1. Upon the incapacitation, resignation, absence or withdrawal from the University by the ASI Vice President of Operations, the position may be filled through a process at the President's discretion.

2. In accordance to Article 5, Section 6, Sub-Section 6.5 of the Bylaws, the Vice President of Operations shall serve as the President for the remainder of the term in the absence of the President.

1. Name

This document shall be called the Duties of the Vice President of External Affairs.

2. Authority

The authority given in Article 10, Section 2, Article 12, Section 3, and Article 15, Section 2 of the Bylaws of Associated Students, Inc. of California State University, San Marcos, shall establish these duties.

3. Purpose

The purpose for this code is to define the role and responsibilities of the Vice President of External Affairs.

4. Date of Effectiveness

This code shall be effective upon the confirmation approval of the Board of Directors.

Date of effectiveness:

5. Amendments

This code may be amended by a majority vote by the Rules Committee with the approval of the Board of Directors by a simple majority vote.

6. Duties**A. General:** The ASI Vice President of External Affairs shall:

1. Serve as the Chief Communications Officer (CCO) to ASI and its Board of Directors.
2. Be responsible for being informative and updated on any activities in the California State University (CSU) system, Legislature of the State of California, and statewide agencies and governments, which affect the students of California State University San Marcos.
3. Coordinate all research, evaluation, development and application of student advocacy issues approved by the ASI Board of Directors as it pertains to the abovementioned.
4. Responsible for expenditures of any cost centers under the jurisdiction of the External Affairs Office. Assess that respective budget and revise where necessary and submit a budget proposal for the following year to the Finance Board in a timeline specified by the Vice President of Finance.
5. Oversee all Public Relations activities as follows, but not limited to Press Releases, Press Conferences, and Public Statements in the request of the ASI President.
6. Collaborate with the ASI President to move forward ASI goals, initiatives, and objectives.
7. Report pertinent information, actions, and activities of the External Affairs Office to the ASI President and Board of Directors.

B. Specific: The Vice President of External Affairs shall:

1. Execute any direction specifically given to the position, of the Board of Directors, past and/or current, until such resolutions are overturned by a 2/3 vote of the Board of Directors.
2. Serve as the official delegate and represent ASI with all activities regarding the California State Student Association (CSSA) in addition to:
 - a. Attending all CSSA meetings
 - b. Serve as the official voting member to CSSA on behalf of ASI of California State University San Marcos
 - c. Collaborate with the ASI President on the decisions and actions of ASI at CSSA meetings.
 - d. Adhere to the ASI travel policy when coordinating the travel arrangements for all Cal State University San Marcos student delegates to any CSSA meetings.
 - e. Report to the ASI Board of Directors CSSA's policy agenda, goals and any other information relevant to the activities of the CSSA.
3. Work with Governmental Relations Division to mobilize and coordinate student participation at both on and off-campus rallies, protests, and actions that advocate for students.
4. Ensure success of the External Affairs Board and Governmental Relations Division including but not limited to:
 - a. Voter Education Registration and Mobilization Drive
 - b. Legislative Advocacy Calendar

- c. Outreach to Student Body
 - d. Lobby Corps
 - 5. Approve spending of money from appropriate line items in the Vice Presidents of External Affairs budget for use by the Governmental Relations Division.
 - 6. Shall work in conjunction with the Director of Student Activities, Executive Director and Vice President of Operations during any hiring process for the Governmental Relations Division.
 - 7. Shall collaborate with the respective ASI Director and Coordinator a budget for the upcoming fiscal year for the External Affairs Office (i.e. Governmental Relations Division), to be forwarded to the Finance Board by specified time set by the Vice President of Finance.
 - 8. Create all press releases within two (2) weeks of the Board of Directors ratification of the any Resolution, Opinion, or Executive Order.
 - 9. Develop a transitional training program for the successor, including a transition manual.
- C. Meetings and Committees: The Vice President of External Affairs shall:
- 1. Chair the External Affairs Board and set and supervise the distribution of the agenda.
 - 2. Serve as an Ex-Officio voting member of the Executive Committee.
 - 3. Serve as an Ex-Officio member of the Governmental Relations Division and Lobby Corps.
 - 4. Serve as an Ex-Officio voting member of the Board of Directors.
 - 5. Serve as an Ex-Officio member of the California State Student Association.
 - 6. Entertain or attend meetings with the following individuals as needed:
 - a. University Director of Legislative Affairs
 - b. ASI President
 - c. ASI Executive Director
 - d. Governmental Relations Coordinator
 - 6. Serve or appoint a designee as student representative on the following University Committees and City of San Marcos Meetings:
 - a. Academic Senate (all committees)
 - b. San Marcos City Council Meetings
- D. Powers and Authority: As stated in Article 16, Section 5, the Vice President of External Affairs shall:
- 1. Have the authority to be a member of the Board of Directors of the California State Student Association (CSSA) with the ASI President and attend the meetings to represent ASI of California State University San Marcos, represent students of California State Student Association and shall hold proxy.
 - 2. Have the authority on the coordination of the public relations on Governmental and University Affairs.
 - 3. Be empowered to hold proxy and attend Academic Senate Meetings.
 - 4. Have the authority to and shall discharge the duties ordinarily conferred upon and discharged by the public relations officer of a CSU student body organization.
 - 5. Have the authority to make day to day operational decisions within their respective jurisdiction, subject to approval by the ASI President.
- E. Service Hours: The Vice President of External Affairs shall:
- 1. Serve twenty (20) hours per week during Fall and Spring Session.
 - 2. Serve a minimum of ten (10) hours per week during the Summer Session.
- F. Office Hours: The Vice President of External Affairs shall:
- 1. Serve a minimum of fifteen (15) hours of their twenty (20) service hours per week during Fall and Spring Session. These shall be served in the ASI Corporate Office.
 - 2. Serve a minimum of two (2) hours of their ten (10) service hours per week during the Summer Session. These shall be served in the ASI Corporate Office.

1. Name

This document shall be called the Duties of the Vice President of Finance.

2. Authority

The authority given in Article 10, Section 2, Article 12, Section 3, and Article 15, Section 2 of the Bylaws of Associated Students, Inc. of California State University, San Marcos, shall establish these duties.

3. Purpose

The purpose for this code is to define the role and responsibilities of the Vice President of Finance.

4. Date of Effectiveness

This code shall be effective upon the confirmation approval of the Board of Directors.

Date of effectiveness:

5. Amendments

This code may be amended by a majority vote by the Rules Committee with the approval of the Board of Directors by a simple majority vote.

6. Duties**A. General:** The Vice President of Finance shall:

1. Serve as the Chief Financial Officer (CFO) to ASI and its Board of Directors.
2. Be responsible for all budget recommendations and fiscal operations of the Corporation.
3. Review the ASI Reserve Policy and make recommendations to the Board of Directors.
4. Be responsible for the funding and fiscal advancement of the Corporation.
5. Oversee the preparation of the annual budget of the Corporation.
6. Collaborate with the ASI President to move forward ASI goals, initiatives, and objectives.
7. Report pertinent information, actions, and activities of the Finance Office to the ASI President and Board of Directors.

B. Specific: The Vice President of Finance shall:

1. Execute any direction specifically given by the Board of Directors, past and/or current, until such resolutions are overturned by a 2/3 vote of the ASI Board of Directors.
2. Meet with the Financial Specialist as needed to support the progress of annual fundraising goals.
3. Present detailed reports of the financial condition of the Corporation (Businesses, Centers, Offices) to the Board of Directors monthly and at the will of the Board of Directors.
4. Shall be responsible for updating and formulating the ASI 5 Year Strategic Financial plan.
5. Shall work to ensure the success of all ASI Business operations and report the progress of each of the given bodies to the Board of Director.
6. Formulate and maintain the ASI Annual Budget with the Finance Board and provide a updated copy of the budget(s) to the best of his/her ability.
7. Responsible for initial review of completed requisitions and coordinate authorized signatures.
8. Oversee the requisition process to ensure a weekly submission timeline.
9. Monitor the specific areas of Board of Directors Representative's expenditure request and coordinate the reimbursement process.
10. Work with the Financial Specialist to ensure Cougar Bazaar efforts are executed including specific dates, communication with interested vendors, and solicitation of new vendors.
11. Submit by the first three (3) weeks of office a prioritized ranked signature authority list to the Business Center listing other Executive Officers of the Board of Directors that may have signature authority in his/her absence, if the ASI President is unavailable for signature.
12. Coordinate the mid-year budget review process with the ASI Business Operations Manager.
13. Develop a transitional training program for the successor, including a transition manual.

C. Meetings and Committees: The ASI Vice President of Finance shall:

1. Chair the Finance Board and set and supervise the distribution of the agenda.
2. Chair the Instructionally Related Activities Fee Committee (IRA)

3. Serve as an Ex-Officio voting member of the Executive Committee.
 4. Serve as an Ex-Officio voting member of the Board of Directors.
 5. Serve as an Ex-Officio voting member of the Rules Committee.
 6. Serve or appoint a designee as student representative of the following University Committee(s):
 - a. University Budget Committee
 - b. Co-Curricular Funding Board
 7. Entertain or attend meetings with the following individuals as needed:
 - a. University Vice President of Finance and Administrative Services
 - b. ASI President
 - c. ASI Executive Director
 - d. ASI Director(s) that oversee business operations.
 - e. ASI Director of Business Operations
 8. Serve as the Chair of the Student Organization Council (SOC) and set and supervise the distribution of the agenda:
 - a. Generate the SOC agenda
 - b. Oversee the funding and reimbursement process
 - c. Maintain communication with the SOC Representatives
 - d. Coordinate with Student Life and Leadership Staff to plan student development days
 - e. Present the financial report to the SOC on a monthly basis
 - f. Update and enforce the Funding Board Guidelines
 - g. Coordinate Fundraising dates and SOC dates
 - h. Participate in the recognition process of the student organizations
- D. Powers and Authority: As stated in Article 16, Section 6, the ASI Vice President of finance shall:
1. Have the authority to authorize requisition forms.
 2. Have the authority at any time, request full reports from any ASI business.
 3. Have the authority to approve ASI Funding to student organizations in conjunction with the Student Organization Council.
 4. Have the authority to recommend financial policy and guidelines for the Corporation in conjunction with the ASI President and ASI Finance Board to the ASI Board of Directors.
 5. Have the authority to and shall discharge the duties ordinarily conferred upon and discharged by the Treasurer of a CSU student body organization.
 6. Have the authority to make day to day operational decisions within their respective jurisdiction, subject to approval by the ASI President.
- E. Service Hours: The ASI Vice President of Finance shall:
1. Serve twenty (20) hours per week during Fall and Spring Session.
 2. Serve a minimum of ten (10) hours per week during the Summer Session.
- F. Office Hours: The Vice President of Finance shall:
1. Serve a minimum of fifteen (15) hours per week during Fall and Spring Session. These shall be served in the ASI Corporate Office.
 2. Serve a minimum of two (2) hours per week during the Summer Session. These shall be served in the ASI Corporate Office.

1. Name

This document shall be called the Duties of the Vice President of Marketing.

2. Authority

The authority given in Article 10, Section 2, Article 12, Section 3, and Article 15, Section 2 of the Bylaws of Associated Students, Inc. of California State University, San Marcos, shall establish these duties.

3. Purpose

The purpose for this code is to define the role and responsibilities of the Vice President of Marketing.

4. Date of Effectiveness

This code shall be effective upon the confirmation approval of the Board of Directors.

Date of effectiveness:

5. Amendments

This code may be amended by a majority vote by the Rules Committee with the approval of the Board of Directors by a simple majority vote.

6. Duties**A. General:** The ASI Vice President of Marketing shall:

1. Serve as the Chief Marketing Officer (CMO) to ASI and its Board of Directors.
2. Be responsible for all marketing of ASI and the enterprises of ASI unless otherwise stipulated in the Bylaws or Codes of Governance.
3. Manage market research (i.e. surveys, statistical research).
4. Ensure proper student/customer service within the service sector of ASI entities.
5. Manage and institute campus pride initiatives (i.e. campus pride, activities, events)
6. Oversee the production and maintenance of the ASI website
7. Collaborate with the ASI President to move forward ASI goals, initiatives, and objectives.
8. Report pertinent information, actions, and activities of the Marketing Office (Marketing Division, Programming Division, Marketing Board) to the ASI President and Board of Directors.

B. Specific: The ASI Vice President of Marketing shall:

1. Maintain and communicate customer service ideals to the service areas.
2. Ensure the maintenance of the Corporation website, ensuring all information is current and accurate and is appealing to the student body.
3. Construct, update and/or maintain the Corporation's strategic marketing plan (five (5) and/or one (1) year).
4. Manage and maintain all marketing materials (display cases, posters, calendar)
5. Construct a vehicle of communication to students to promote and inform of ASI activities (i.e. newsletter, video).
6. Plan and execute all ASI promotions events and activities including but not limited to: UVA Move In, Student Orientations (i.e. Summer Orientation, Transfer Orientation), Fall and Spring Semester Open House, ASI Elections, and the State of the ASI Address.
7. Propose and carry out the ASI Marketing theme for the calendar year.
8. Oversee the ASI Webmaster.
9. Be responsible to the Board of Directors for the Marketing Division and Programming Division to ensure the successful operation of their duties.
10. Shall collaborate with the respective ASI Director and Coordinator a budget for the upcoming fiscal year for the Marketing Division, Programming Division and Marketing Board (Crash the Cougar program, Open House, Promotional Items) to be forwarded to the Finance Board by specified time set by the Vice President of Finance.
11. Coordinate the Crash the Cougar Mascot Program and scheduling.
12. Develop a transitional training program for the successor, including a transition manual.

C. Meetings and Committees: The Vice President of Marketing shall:

1. Chair the Marketing Board and set and supervise the distribution of the agenda.

2. Serve as an ex-officio voting member of the Executive Committee.
 3. Serve as an ex-officio voting member of the Board of Directors.
 4. Entertain or attend meetings with the following individuals as needed:
 - a. ASI President
 - b. ASI Executive Director
 - c. ASI Webmaster
 - d. ASI Programming Coordinator
 - e. ASI Marketing Coordinator
 - f. ASI Director of Student Activities
- D. Powers and Authority: As stated in Article 16, Section 7, the Vice President of Marketing shall:
1. Have the authority on all corporate level, business level, and functional level marketing on all products and services. This includes advertising, branding, promotion, sales promotion, personal selling, publicity, distribution channels, marketing research, strategy formation, product and service development.
 2. Have authority on the coordination of customer service.
 3. Have the authority to make day to day operational decisions within their respective jurisdiction, subject to approval by the ASI President.
- E. Service Hours: The ASI Vice President of Marketing shall:
1. Serve twenty (20) hours per week during Fall and Spring Session.
 2. Serve a minimum of ten (10) hours per week during the Summer Session.
- F. Office Hours: The ASI Vice President of Marketing shall:
1. Serve a minimum of fifteen (15) hours of their twenty (20) service hours per week during Fall and Spring Session. These shall be served in the ASI Corporate Office.
 2. Serve a minimum of two (2) hours of their ten (10) service hours per week during the Summer Session. These shall be served in the ASI Corporate Office.

1. Name

This document shall be called the Duties of the Chair of the Board of Directors.

2. Authority

The authority given in Article 13, Section 4, of the Bylaws of Associated Students, Inc. of California State University, San Marcos, shall establish these duties.

3. Purpose

The purpose for this code is to define the role and responsibilities of the Chair of the Board of Directors.

4. Date of Effectiveness

This code shall be effective upon the confirmation approval of the Board of Directors.

Date of effectiveness: April 20, 2007

5. Amendments

This code may be amended by a majority vote by the Rules Committee with the approval of the Board of Directors by a simple majority vote.

6. Duties**A. General:** The Chair of the Board of Directors shall:

1. Report pertinent information and activities of the Student Advocacy Committee and Awards Committee (when active) to the Board of Directors.
2. Ensure the members of the Board of Directors are in congruence with the Codes of Governance, which shall include duties, committees, and attendance.
3. Shall have working knowledge of all ASI Policies and Procedures, Bylaws, and Codes of Governance.

B. Specific: The Chair of the Board of Directors shall:

1. Create and maintain a posted Board of Directors office hours schedule per semester as well as an up to date calendar of ASI events to solicit Board of Directors participation in ASI activities.
2. Construct an informational packet under the direction of the Vice President of Operations in congruence with orientation and training of any new Board of Director member not initially elected during the Annual General Election (i.e. Special Election).
3. Collect and maintain reports from the members of the Board of Directors.

C. Meetings and Committees: The Chair of the Board of Directors shall:

1. Chair the Student Advocacy Committee and set and supervise the distribution of the agenda.
2. Chair the Awards Committee when active and set and supervise the distribution of the agenda.
3. Serve as an Ex-Officio voting member of the Rules Committee.
4. Entertain and manage meetings with the following individuals as needed:
 - a. ASI President in regard to the agenda
 - b. ASI Executive Director
 - c. ASI Vice President of Operations
 - d. Each Representative of the colleges
 - e. Each Student Representative at Large

D. Powers and Authority: The Chair of the Board of Directors shall:

1. Have the authority to Chair the Board of Directors Meetings.

E. Office Hours: The Chair of the Board of Directors shall:

1. Serve a minimum of five (5) hours of the ten (10) service hours per week during Fall and Spring Session. These shall be served in the ASI Board of Directors Office.

F. Service Hours: The Chair of the Board of Directors shall:

1. Serve a minimum of ten (10) hours per week during Fall and Spring Session.

1. Name

This document shall be called Duties for College Representatives.

2. Authority

The authority given in Article 10, Section 3 of the Bylaws of Associated Students, Inc. of California State University, San Marcos, shall establish these duties.

3. Purpose

The purpose for this code is to define the role and responsibilities of the College Representatives (i.e. CoAS, CoBA, CoE).

4. Date of Effectiveness

This code shall be effective upon the confirmation approval of the Board of Directors.

Date of effectiveness:

5. Amendments

This code may be amended by a majority vote by the Rules Committee with the approval of the Board of Directors by a simple majority vote.

6. Duties**A. Representative Obligation**

Shall be responsible to ASI for representing views of the members of his/her constituency including their issues and concerns. Represent their respective College student body in the decisions and discussions of the Board of Directors and conduct proper ethical and legal business practice.

B. Constituent Outreach

Shall consult and cooperate with all organizations within their constituency and seek out the concerns, desires, and opinions of their respective college including all disciplines within their college. Shall present resolutions to the ASI Board of Directors for consideration any issues that pertain in their respective college that ASI may have the power to address. Shall ensure the activities, actions, and policies of ASI are implemented on the interest of the students of California State University, San Marcos and/or ASI.

C. Board of Directors Meetings

Shall be responsible for regular attendance at ASI Board of Directors Meetings. Shall review all Board of Directors Meeting agendas, attachments, and minutes prior to meeting.

D. College Representative Budget

Responsible for expenditures of their respective College Budget (pending per fiscal year) and practice proper spending based on college related efforts. (i.e. Constituent Outreach, Meet and Greet). Shall assess their College Budget and revise where necessary and submit a budget proposal for the following year to the Finance Board in a timeline specified by the Vice President of Finance.

E. College Dean Meetings

1. To meet with their College Dean and represent the students of their respective College and any pertinent ASI issues.
2. Assist in Fall Semester Graduation in any capacity needed.
3. Serve on the Dean's Advisory Board to represent the student perspective, when applicable.
4. Collaborate with the College Dean to host at least one (1) Meet and Greet event.

F. ASI Visibility and College Representation Visibility

Shall participate in ASI events and activities promoting ASI services and assisting ASI in our services to the student body-at-large. Shall utilize such events in promoting their service as a

College Representative. A minimum participation/attendance requirement of three (3) events shall be served per semester.

- G. Committees: College Representatives shall have committee participation duties in committees within ASI (ASI Committee) and of the University (University).
 - 1. Shall participate on two (2) University Committees or the Rules Committee (Rules committee is not to exceed listed membership stated in the Bylaws, Codes of Governance, or Policies of the Corporation) and one (1) University Committee.
 - 2. Shall participate in the following ASI Committees and Boards:
 - A. Student Advocacy Committee
 - B. One (1) ASI Board for the duration of their term in office (Finance, External Affairs, Marketing). Each Board is not to exceed the listed membership stated in the Bylaws, Codes of Governance, or Policies of the Corporation.
- H. Office Hours
Serve a minimum of five (5) hours per week. These shall be served in the ASI Board of Directors Office and does not include committee service time.
- I. Reports
 - 1. Submit a College Report to the Chair of the Board of Directors at the time specified by the Chair of the Board of Directors. College issues, dean meetings and college activities, committees and ASI events shall be included in this report. One (1) College Report per college may be acceptable per the approval by the Chair of the Board of Directors.

1. Name

This document shall be called Duties for Student Representatives at Large.

2. Authority

The authority given in Article 10, Section 3 of the Bylaws of Associated Students, Inc. of California State University, San Marcos, shall establish these duties.

3. Purpose

The purpose for this code is to define the role and responsibilities of the Student Representatives at Large (Reps at Large).

4. Date of Effectiveness

This code shall be effective upon the confirmation approval of the Board of Directors.

Date of effectiveness: February 9, 2007

5. Amendments

This code may be amended by a majority vote by the Rules Committee with the approval of the Board of Directors by a simple majority vote.

6. Duties**A. Representative Obligation**

Shall be responsible to ASI for representing views of the members of his/her constituency including their issues and concerns. Represent the student body at large in the decisions and discussions of the Board of Directors and conduct proper ethical and legal business practice.

B. Constituent Outreach

Shall seek out the concerns, desires, and opinions of the general student body. Shall present resolutions to the ASI Board of Directors for consideration any issues that pertain in the general student body that ASI may have the power to address. Shall ensure the activities, actions, and policies of ASI are implemented on the interest of the students of California State University, San Marcos and/or ASI.

C. Board of Directors Meetings

Shall be responsible for regular attendance at ASI Board of Directors Meetings. Shall review all Board of Directors Meeting agendas, attachments, and minutes prior to meeting.

D. Student Representative(s) at Large Budget

Responsible for expenditures of the Student Representative(s) at Large Budget (pending per fiscal year) and practice proper spending based on college related efforts. (i.e. Constituent Outreach, Meet and Greet). Shall assess the Reps at Large budget and revise where necessary and submit a budget proposal for the following year to the Finance Board in a timeline specified by the Vice President of Finance.

E. College Dean Meetings

1. To meet with the Dean of Students or Associate Dean of Students and represent the students at large and any pertinent ASI issues.
2. Serve on the Dean's Advisory Board to represent the student perspective.
3. Collaborate with the Dean of Students to host at least one (1) Meet and Greet event.

F. ASI Visibility and General Student Representation Visibility

Shall participate in ASI events and activities promoting ASI services and assisting ASI in its services to the student body at large. Shall utilize such events in promoting their service as a representative. A minimum participation/attendance requirement of three (3) events shall be served per semester.

- G. Committees: Representatives at Large shall have committee participation duties in committees within ASI (ASI Committee) and of the University (University).
 - a. Shall participate on two (2) University Committees or the Rules Committee (Rules committee is not to exceed listed membership stated in the Bylaws, Codes of Governance, or Policies of the Corporation) and one (1) University Committee.
 - b. Shall participate in the following ASI Committees and Boards:
 - 1. Student Activities Committee
 - 2. One (1) ASI Board for the duration of their term in office (Finance, External Affairs, Marketing). Each Board is not to exceed the listed membership stated in the Bylaws, Codes of Governance, or Policies of the Corporation.
- H. Office Hours
Serve a minimum of five (5) hours per week. These shall be served in the ASI Board of Directors Office.
- I. Reports
 - 1. Submit a General Student Report to the Chair of the Board of Directors at the time specified by the Chair of the Board of Directors. General Student issues, Dean meetings, committees, ASI events and activities shall be included in this report. One (1) Report per representative may be acceptable per the approval by the Chair of the Board of Directors.

1. Name

This document shall be called Duties for the Childcare Representative.

2. Authority

The authority given in Article 11, Section 3 of the Bylaws of Associated Students, Inc. of California State University, San Marcos, shall establish these duties.

3. Purpose

The purpose for this code is to define the role and responsibilities of the Childcare Representative.

4. Date of Effectiveness

This code shall be effective upon the confirmation approval of the Board of Directors but will be dissolved after Spring of 2007.

Date of effectiveness:

5. Amendments

This code may be amended by a majority vote by the Rules Committee with the approval of the Board of Directors by a simple majority vote.

6. Duties

A. Representative Obligation

Shall be responsible to ASI for representing views of the members of his/her constituency including their issues and concerns. Represent the Early Learning Center and its members and student parents in the decisions and discussions of the Board of Directors and conduct proper ethical and legal business practice.

B. Constituent Outreach

Shall consult and cooperate with all organizations within their constituency and seek out the concerns, desires, and opinions of their constituents. Shall present resolutions to the ASI Board of Directors for consideration any issues that pertain in their representation that ASI may have the power to address. Shall ensure the activities, actions, and policies of ASI are implemented on the interest of the students of California State University, San Marcos and/or ASI.

C. Board of Director Meetings

Shall be responsible for regular attendance at ASI Board of Directors Meetings. Shall review all Board of Directors Meeting agendas, attachments, and minutes prior to meeting.

D. Childcare Representative Budget

Responsible for expenditures of the Childcare Representative Budget (pending per fiscal year) and practice proper spending based on constituency related efforts. (i.e. Constituent Outreach, Meet and Greet). Shall assess the Childcare Representative budget and revise where necessary and submit a budget proposal for the following year to the Vice President of Finance in a timeline specified by the Finance Committee.

E. Early Learning Center Child Development Center Meetings

1. To meet with the Site Supervisor and represent any pertinent ASI issues.
2. Assist in ELC Graduation and special events.
3. Acquire funds and research fundraising opportunities to promote the goals of the ELC in collaboration with the Financial Assistant.

F. ASI Visibility and Childcare Representation Visibility

Shall participate in ASI events and activities promoting ASI services and assisting ASI in our services to the student body-at-large. Shall utilize such events in promoting their service as a college representative. A minimum participation/attendance requirement of two(2) events shall be served.

G. Committees

The College of Arts and Sciences Representative shall have committee participation duties in committees within ASI (ASI Committee) and of the University (University).

Shall participate in one (1) tier 1 University Committee or the Rule Committee

1. Rules committee is not to exceed listed membership stated in the Bylaws, Codes of Governance, or Policies of the Corporations

Shall participate in the following ASI committees and Boards:

1. College Committee.
2. One (1) Annual Board of Directors Ambitions Committee.
3. One (1) ASI Board for the duration of their term in office, including Finance, External Affairs, Facilities, Seams
 - A. Each Board is not to exceed the listed membership stated in the bylaws, Codes of Governance or Policies of the Corporation

H. Office Hours

Serve a minimum of two(2) hours per week. These shall be served in the ASI Board of Directors Office.

I. Early Learning Center Hours

Serve a minimum of three(3) hours per week. These shall be served at the ASI Early Learning Center Child Development Center.

J. Childcare Report

Submit a Childcare Report to the Chair of the Board of Directors at the time specified. University committees, ASI committees, individual activities (i.e. attended ASI events), Childcare issues, ELC meetings and activities shall be included in this report.

1. NAME

This document shall be called the Awards Committee Code.

2. AUTHORITY

This committee shall be established by the authority given in Article 20 of these Bylaws of Associated Students, Incorporated of California State University San Marcos.

3. PURPOSE

The purpose for this Committee is to administer the provisions of this code and awards policies and procedures. This code is to define the role and responsibilities of the Awards Committee.

4. DATE OF EFFECTIVENESS

This code shall be effective upon the confirmation approval of the Board of Directors.

Date of effectiveness:

5. AMENDMENTS

This code may be amended by a majority vote by the Awards Committee with the approval of the Board of Directors by a simple majority vote.

6. MEMBERSHIP

The Awards Committee shall consist of the following members:

A. Voting Members:

Appointed:

- 1. Minimum of two (2) members of the Board of Directors, confirmed by the Board of Directors
- 2. Two (2) students at-large of active membership to be appointed by the Vice President of Operations and must be approved by the Board of Directors.

B. Voting Members:

Ex-Officio:

- 1. ASI President
- 2. ASI Executive Director
- 3. ASI Director of Student Activities
- 4. Director of Campus Recreation
- 5. University Student Life and Leadership Representative
- 6. Vice President of Student Affairs or Designee

C. Officers

1. Chair

The Chair of the Committee shall:

- a. Be the Chair of the Board of Directors
- b. Prepare the agenda
- c. Vote only in case of a tie
- d. Prepare a report to the Board of Directors following each formal meeting

2. Vice Chair

The Vice Chair of the Committee shall:

- a. Be elected from the voting membership of the Committee
- b. Act as Chair in the absence of the Chair

D. Rules for Voting Members:

Each voting member shall abide by policies as deemed necessary by the Vice President of Operations (i.e Attendance Policy, Committee Conduct Policy, Confidentiality Policy)

7. MEETINGS

A. The Awards Committee shall be an Ad-Hoc Committee to be active by the Spring Semester and meet at least every two (2) weeks, unless otherwise stipulated by the Chair.

B. The Chair shall set aside and publish a Regular Meeting time at the beginning of each semester via the ASI website.

C. The Committee shall abide by Article 20 and Article 18, Section 5 of the Bylaws of this Corporation.

D. The Awards Committee meetings shall be public as stated in the Gloria Romero Open Meeting Act.

- E. The Awards Committee may hold Closed Session in accordance with the Gloria Romero Meeting Act and shall be conducted to Robert's Rules of Order, Newly Revised.
- F. Agenda items shall be submitted to the Chair.

8. DUTIES AND RESPONSIBILITIES

- A. Send to all recognized student organizations and Board of Directors a letter of notification outlining award categories, the time and place the awards are to be presented, and a nomination form(s) for those to place nominations, unless otherwise stipulated in this code. Copies of the abovementioned notification shall be available at the ASI Business Center and Student Life and Leadership Office and any other appropriate offices for accessibility purposes.
- B. Shall take all nominations in consideration and shall make all final decisions regarding awards for the Tukwut Awards Night unless otherwise stipulated in this code or Bylaws.
- C. Assist with the ASI Awards Night in conjunction with the Vice President of Marketing, SEAM, Programming, and Marketing Department.
- D. Shall design with the counsel of SEAM all awards whether plaques, trophies, medals, or certificates, unless otherwise stipulated in this code.
- E. Awards should be made with the utmost objectivity and fairness without regard to race, gender, creed, political differences, or any other subjective influence.

9. AWARD CATEGORIES

- A. All awards, titles, descriptions, and criteria shall be noted in a packet separate of this code. This shall be dispersed among its members and others as necessary.

1. NAME

This document shall be called the Student Advocacy Committee Code.

2. AUTHORITY

This committee shall be established by the authority given in Article 20 of these Bylaws of Associated Students, Incorporated of California State University San Marcos.

3. PURPOSE

The purpose for this Committee is to assist the ASI Board of Directors in identifying, advocating and organizing student issues pertaining concerns affecting the education of the colleges of the University and the student body at large. This Committee shall carry out the business concerns of students in the interest of the colleges. In addition, this Committee shall be the body to review any grievances or complaints brought against any university official, or university policy. This code is to define the role and responsibilities of the Student Advocacy Committee.

4. DATE OF EFFECTIVENESS

This code shall be effective upon the confirmation approval of the Board of Directors.
Date of effectiveness:

5. AMENDMENTS

This code may be amended by a majority vote by the Rules Committee with the approval of the Board of Directors by a simple majority vote.

6. MEMBERSHIP

The Student Advocacy Committee shall consist of the following members:

A. Voting Members:

The number of voting members may fluctuate annually due to Corporation and/or membership growth and shall be determined/amended when needed.

Ex-Officio, Voting:

1. All College Representatives
2. All Student at-large Representatives

B. Non-Voting Members:

Ex-Officio:

1. ASI Executive Director or designee
2. ASI Director of Student Activities
3. Academic Senate Liason

C. Officers

1. Chair

The Chair of the Committee shall:

- a. Be the Chair of the Board of Directors
- b. Prepare the agenda
- c. Vote only in case of a tie
- d. Prepare a report to the Board of Directors following each formal meeting

2. Vice Chair

The Vice Chair of the Committee shall:

- a. Be elected from the voting membership of the Committee
- b. Act as Chair in the absence of the Chair
- c. Take minutes

D. Rules for Voting Members:

Each voting member shall abide by policies as seen necessary by the Vice President of Operations (i.e Attendance Policy, Committee Conduct Policy)

7. MEETINGS

- A. The Student Advocacy Committee shall be an active Standing Committee, and meet at least every two (2) weeks, during University Hour on Tuesday, unless otherwise stipulated by the Chair.
- B. The Chair shall set aside and publish a Regular Meeting time at the beginning of each semester via the ASI website.

- C. The Committee shall abide by Article 20 and Article 18, Section 5 of the Bylaws of this Corporation.
- D. The Committee meetings shall be public as stated in the Gloria Romero Open Meeting Act.
- E. The Committee may hold Closed Session in accordance with the Gloria Romero Meeting Act and shall be conducted to Robert's Rules of Order, Newly Revised.
- F. Agenda items shall be submitted to the Chair.

8. DUTIES AND RESPONSIBILITIES

- A. Shall plan, oversee, and carry out business related to and of interest to the Colleges.
- B. Shall meet regularly to discuss and identify any concerns and issues with students of this University.
- C. Shall receive any and all complaints brought against any University Official or University practice. The Committee shall review and respond to any grievances and complaints aforementioned and construct a recommendation to the Board of Directors for approval.

1. NAME

This document shall be called the Elections Committee Code.

2. AUTHORITY

This committee shall be established by the authority given in Article 20 of these Bylaws of Associated Students, Incorporated of California State University San Marcos.

3. PURPOSE

The purpose for this Committee is to assist the ASI Board of Directors in the interpretation, maintenance, modification, amendments, and administration of the General Election and its process. In addition, this Committee shall be the body to review any grievances or complaints brought against any candidates running for the Board of Directors. This code is to define the role and responsibilities of the Elections Committee.

4. DATE OF EFFECTIVENESS

This code shall be effective upon the confirmation approval of the Board of Directors.

Date of effectiveness:

5. AMENDMENTS

This code may be amended by a majority vote by the Elections Committee with the approval of the Board of Directors by a simple majority vote.

6. MEMBERSHIP

The Elections Committee shall consist of the following members:

A. Voting Members:

Appointed:

- 1. A minimum of two (2) members of the Board of Directors, confirmed by the Board of Directors, unless in violation of B1 of this code.
- 2. Three (3) students at-large of active membership to be appointed by the Vice President of Operations.

Non-Voting Members:

Ex-Officio:

- 1. University Student Life and Leadership Director, Dean of Students, or Associate Dean of Students, to be appointed by the Vice President of Student Affairs.

2. Chair

The Chair of the Committee shall:

- a. Be appointed by the President with ratification by the Board of Directors.
- b. Prepare the agenda
- c. Vote only in case of a tie
- d. Prepare a report to the Board of Directors following each formal meeting

3. Vice Chair

The Vice Chair of the Committee shall:

- a. Be elected from the voting membership of the Committee
- b. Act as Chair in the absence of the Chair

B. Rules for Voting Members:

- 1. Persons running for office will be ineligible for membership to the ASI Elections Committee.
- 2. Each voting member shall abide by policies as deemed necessary by the Vice President of Operations (i.e Attendance Policy, Committee Conduct Policy)

7. MEETINGS

A. The Elections Committee shall be an Ad-Hoc Committee and active by the Spring Semester, and meet at least every week, unless otherwise stipulated by the Chair.

B. The Chair shall set aside and publish a Regular Meeting time at the beginning via the ASI website.

C. The Committee shall abide by Article 20 and Article 18, Section 5 of the Bylaws of this Corporation.

D. The Elections Committee meetings shall be public as stated in the Gloria Romero Open Meeting Act.

E. The Elections Committee may hold Closed Session in accordance with the Gloria Romero Meeting Act and shall be conducted to Robert's Rules of Order, Newly Revised.

F. Agenda items shall be submitted to the Chair.

8. DUTIES AND RESPONSIBILITIES

- A. Shall plan and oversee all elections of the Board of Directors in compliance with the Election Code (#), University Policies, California Non-profit Benefit Corporation Law, California Education Code, and Title V.
- B. Shall be responsible for advertising matters and issues surrounding elections, including but not limited to the application timeline, election dates, forums, and candidate meetings as outlined in Title V, Sub-Chapter 4, Article 3 -"Student Organizations".
- C. Shall be responsible for coordinating and advertising open forums for candidates with SEAM.
- D. Shall ensure that candidates are informed and adhere to policies and procedures set forth in the Election Code during a planned candidate orientation and throughout the election.
- E. Have the capacity to determine consequences (up to removal from the election process) of a violation of the elections code by a candidate with a two thirds (2/3) vote.
- F. Have the responsibility to allow all candidates an un-biased investigation before a ruling is made, which the student under investigation is presumed innocent. Construct and administer the Elections Packet.
- G. Shall publicly post election results by the following Friday at noon.
- H. Shall be responsible for advertising and promoting voter turnout in the ASI elections with SEAM.
- I. Shall make public all meetings of the elections committee.
- J. Shall receive any and all grievances or complaints brought against any candidates. The Committee shall review and respond to any grievances and complaints aforementioned.

1. NAME

This document shall be called the Executive Committee Code.

2. AUTHORITY

This committee shall be established by the authority given in Article 18, Section 2 and Article 20 of these Bylaws of Associated Students, Incorporated of California State University San Marcos.

3. PURPOSE

The purpose for this Committee is to assist the ASI Board of Directors in the administration of the operations and affairs of the Corporation. This code is to define the role and responsibilities of the Executive Committee.

4. DATE OF EFFECTIVENESS

This code shall be effective upon the confirmation approval of the Board of Directors.

Date of effectiveness:

5. AMENDMENTS

This code may be amended by a majority vote by the Executive Committee with the approval of the Board of Directors by a simple majority vote.

6. MEMBERSHIP

The Executive Committee shall consist of the following members:

A. Voting Members:

Ex-Officio, Voting:

1. ASI President
2. ASI Vice President of Operations
3. ASI Vice President of External Affairs
4. ASI Vice President of Finance
5. ASI Vice President of Marketing

B. Non-Voting Members:

Ex-Officio:

1. ASI Executive Director

C. Officers

1. Chair

The Chair of the Committee shall:

- a. Be the ASI President
- b. Prepare the agenda
- c. Vote only in case of a tie
- d. Prepare a report to the Board of Directors following each formal meeting

2. Vice Chair

The Vice Chair of the Committee shall:

- a. Be the ASI Vice President of Operations
- b. Act as Chair in the absence of the Chair

D. Rules for Voting Members:

Each voting member shall abide by policies as seen necessary by the Vice President of Operations (i.e Attendance Policy, Committee Conduct Policy)

7. MEETINGS

A. The Executive Committee shall be an active Standing Committee, and shall meet once a week, unless otherwise stipulated by the Chair.

B. The Chair shall set aside and publish a Regular Meeting time at the beginning of each semester via the ASI website.

C. The Committee shall abide by Article 20 and Article 18, Section 5 of the Bylaws of this Corporation.

D. The Executive Committee meetings shall be public as stated in the Gloria Romero Open Meeting Act.

E. The Executive Committee may hold Closed Session in accordance with the Gloria Romero Meeting Act and shall be conducted to Robert's Rules of Order, Newly Revised.

F. Agenda items shall be submitted to the Chair.

8. DUTIES AND RESPONSIBILITIES

- A. Shall be responsible for the efficient function of the management of the Corporation.
- B. Shall assist the ASI President on the construction of the agenda for the Board of Directors Meetings.
- C. Act on behalf of the Board of Directors during summer and winter sessions consistent with Article 18, Section 2, Sub-Section 2.2 in the Bylaws of the Corporation.
- D. The Executive Committee shall be responsible for reviewing sub-governing bodies' actions, to determine actions were in accordance to the practice of the Corporation and abided by the Bylaws and any other governing documents.
- E. Shall serve as a screening committee on certain matters of the Corporation or actions made by Boards of the Corporation for referral to the Board of Directors.
- F. Empowered to act for the Board of Directors and report all actions to the next meeting for the confirmation approval from the Board of Directors.
- G. Shall make recommendations to the ASI President (i.e. committee establishments)
- H. Shall make recommendations to the University President.
- I. Shall serve as the body to govern ASI employees and assist the Vice President of Operations and Executive Director in Human Resources relations. This includes any complaints brought forth against the Executive Director and any ASI Director, manager, or staff that the Executive Director deems appropriate. Upon investigation of any complaint shall be forwarded to the Board of Directors for action, if action is deemed necessary by the Executive Committee.
- J. Shall aid in the development of policy, reports, and annual recognition when necessary.
- K. Participate and review of exit interviews.
- L. Shall be empowered to request the attendance of any employee to review their role and responsibilities. This includes review of management responses and updates on corrective measurement(s) implementation.
- M. Approve the appointment of the certified public accountant.
- N. Shall review the ASI Audit, copies of relevant correspondence, University's Internal Compliance Review, CPA Annual Audit Process, Operational Code, and any financial statements needed.
- O. Review any new or revised job descriptions for employees.
- P. Resolve facility use conflicts between entities, employees, and students.
- Q. Set policy for the operations or changes in functions of facilities including:
 - 1. General Allocation of space for all facilities.
 - 2. Leases and sub-leases.
 - 3. Activities for commercial enterprises.
 - 4. Facility repair scheduling.
 - 5. Future facility development (design, implementation, construction)
- R. Shall use and administer any and all personnel policies and procedures manual of the Corporation in facilities
- S. Shall do as directed by the Board of Directors.

This document shall be called the Rules Committee Code.

2. AUTHORITY

This committee shall be established by the authority given in Article 20 of these Bylaws of Associated Students, Incorporated of California State University San Marcos.

3. PURPOSE

The purpose for this Committee is to assist the ASI Vice President of Operations and the ASI Board of Directors in the interpretation, maintenance, modification and amendments of the internal structural policies and other governing documents of the Corporation. In addition, this Committee shall be the body to review any grievances or complaints brought against any members of the Board of Directors. This does not include ASI employees, but strictly appointed or elected officials. This code is to define the role and responsibilities of the Rules Committee.

4. DATE OF EFFECTIVENESS

This code shall be effective upon the confirmation approval of the Board of Directors.
Date of effectiveness:

5. AMENDMENTS

This code may be amended by a majority vote by the Rules Committee with the approval of the Board of Directors by a simple majority vote.

6. MEMBERSHIP

The Rules Committee shall consist of the following members:

A. Voting Members:

The number of voting members may fluctuate annually due to Corporation and/or membership growth and shall be determined/amended when needed.

Appointed:

1. Four (5) members of the Board of Directors, confirmed by the Board of Director
2. Two (2) students at-large of active membership to be appointed by the Vice President of Operations

Ex-Officio, Voting:

1. ASI President
2. Vice-President of Finance

B. Non-Voting Members:

Ex-Officio:

1. ASI Executive Director
2. ASI Business Manager
3. Vice-Chair of Board of Directors
4. All Department and Center Coordinators

C. Officers

1. Chair

The Chair of the Committee shall:

- a. Be the Vice President of Operations
- b. Prepare the agenda
- c. Vote only in case of a tie
- d. Prepare a report to the Board of Directors following each formal meeting

2. Vice Chair

The Vice Chair of the Committee shall:

- a. Be elected from the voting membership of the Committee
- b. Act as Chair in the absence of the Chair

D. Rules for Voting Members:

Each voting member shall abide by policies as seen necessary by the Vice President of Operations (i.e Attendance Policy, Committee Conduct Policy)

7. MEETINGS

- A. The Rules Committee shall be an active Standing Committee, and meet at least every two (2) weeks, unless otherwise stipulated by the Chair.
- B. The Chair shall set aside and publish a Regular Meeting time at the beginning of each semester via the ASI website.
- C. The Committee shall abide by Article 20 and Article 18, Section 5 of the Bylaws of this Corporation.
- D. The Rules Committee meetings shall be public as stated in the Gloria Romero Open Meeting Act.
- E. The Rules Committee may hold Closed Session in accordance with the Gloria Romero Meeting Act and shall be conducted to Robert's Rules of Order, Newly Revised.
- F. Agenda items shall be submitted to the Chair.

8. DUTIES AND RESPONSIBILITIES

- A. Be familiar with the governing documents of the Corporation including Bylaws, Codes of Governance and Policies. Due to the annual rotation of committee membership, it is the duty of the Executive Director and Chair to educate and prepare the membership of the current practices and policies of the Corporation.
- B. Review all governing documents to ensure proper practice is being conducted.
- C. Amend the Bylaws, any policy, board charter, or codes of the Corporation for the approval to the Board of Directors. Any amendments or revisions to said governing documents must first be submitted to the Rules Committee before it can be considered by the Board of Directors
- D. Serve as a screening body for the Board of Directors on any person(s) applying for membership on the ASI Board of Directors. The Rules Committee shall recommend an interview process to the Board of Directors for the vacant seat.
- E. Shall be charged with reviewing and making recommendations to the Board of Directors about changes to the corporate structure.
- F. Shall support the ASI Parliamentarian/Vice President of Operations on the efficient functioning of the meetings of the ASI Board of Directors and the bureaucratic structure of the Corporation via governing documents and parliamentary procedures.
- G. Shall receive any and all grievances or complaints brought against any member of the Board of Directors that have been elected or appointed, excluding ASI employees. All grievances and complaints about elections shall be forwarded to the Elections Committee. The Committee shall review and respond to any grievances and complaints aforementioned and construct a recommendation to the for approval.
- H. Shall have the responsibility to hear any complaint that a member of the Board of Directors has violated or breached any policies, codes, agreements, and the Bylaws of the Corporation and/or bring it to the attention to the ASI Board of Directors or ASI President with a recommendation.
- I. Shall delegate the daily operations responsibilities of the facilities to the Executive Director.
- J. Establish committees of the Board when necessary with clear powers and responsibilities with the approval of the ASI President (i.e. Office Space committee, Commercial Sales committee)
- K.

1. NAME

This document shall be called the External Affairs Board Charter.

2. AUTHORITY

This Board shall be established by the authority given in Article 20 of these Bylaws of Associated Students, Incorporated of California State University San Marcos.

3. PURPOSE

The purpose for this Board is to conduct the direction of this Corporation's governmental, legislative, and socio-political efforts relating to issues affecting California State University San Marcos students on local, state-wide, and national levels. In addition, this Board will further assist coordinate the Corporation's communication efforts to its members and University Community in the vehicle of public relations. This code is to define the role and responsibilities of the External Affairs Board.

4. JURISDICTION

The External Affairs Board shall have the authority to research social, legislative, governmental, University, and San Marcos issues that affect the students of California State University San Marcos and their education. This Board is empowered to provide counsel to the Vice President of External Affairs and Board of Directors and recommend resolutions, organized support/organized opposition or neutrality. The Board shall consider itself as advisory to the Vice President of External Affairs and the Board of Directors.

5. DATE OF EFFECTIVENESS

This code shall be effective immediately upon the signature authority of this document by the ASI President, subject to the approval of the Board of Directors.

Date of effectiveness:

6. AMENDMENTS

This code may be amended by a majority vote by the External Affairs Board with the signature approval of the ASI President, subject to approval by the Board of Directors.

7. MEMBERSHIP

The External Affairs Board shall consist of the following members:

A. Voting Members:

Appointed:

- 1. Academic Senate Designee
- 2. San Marcos City Council Designee
- 3. Two (3) members of the Board of Directors, confirmed by Board of Directors
- 4. Two (2) students at-large (not to be employees of the Corporation) of active membership to be appointed by the Vice President of Operations

Ex-Officio, Voting:

- 1. Government Relations Department Coordinator
- 2. Public Relations Specialist

B. Non-Voting Members:

Ex-Officio:

- 1. ASI Director of Student Activities

C. Officers

1. Chair

The Chair of the Board shall:

- a. Be the Vice President of External Affairs
- b. Prepare the agenda
- c. Vote only in case of a tie
- d. Prepare a report to the Board of Directors following each formal meeting

2. Vice Chair

The Vice Chair of the Board shall:

- a. Be elected from the voting membership of the Board
- b. Act as Chair in the absence of the Chair

- 3. Secretary
The Secretary of the Board shall:
 - a. Be elected from the voting membership of the Board
 - b. Record minutes and submit them to the Vice President of Operations for safekeeping.
- 4. Environmental Affairs Representative
The Environmental Affairs Representative of the Board shall:
 - a. Be elected from the voting membership of the Board
 - b. Represent environmental issues for facilities to the Board
- D. Rules for Voting Members:
Each voting member shall abide by policies as seen necessary by the Vice President of Operations (i.e Attendance Policy, Committee Conduct Policy)

8. MEETINGS

- A. The External Affairs Board shall meet least once a month, unless otherwise stipulated by the Chair.
- B. The Chair shall set aside and publish a Regular Meeting time at the beginning of each semester via the ASI website.
- C. The Committee shall abide by Article 20 and Article 18, Section 5 of the Bylaws of this Corporation.
- D. The External Affairs Board meetings shall be public as stated in the Gloria Romero Open Meeting Act.
- E. The Executive Committee may hold Closed Session in accordance with the Gloria Romero Meeting Act and shall be conducted to Robert's Rules of Order, Newly Revised.
- F. Agenda items shall be submitted to the Chair.

9. DUTIES AND RESPONSIBILITIES

- A. Shall be charged with communicating to the Vice-President of External Affairs all issues that are related to their respective constituency.
- B. Advise the Vice-President of External Affairs on appropriate future actions within the context of external affairs.
- C. Shall counsel the Vice President of External Affairs on strategy and direction for the Governmental Relations Department and budget request of the Governmental Relations Department.

1. NAME

This document shall be called the Finance Board Charter.

2. AUTHORITY

This board shall be established by the authority given in Article 20 of these Bylaws of Associated Students, Incorporated of California State University San Marcos.

3. PURPOSE

The purpose for this Board shall be to preserve and protect the financial stability of Associated Students, Incorporated of California State University San Marcos. The Board shall assist the Board of Directors of the Corporation in the preservation of fiscal integrity and prevention of poor financial business handling. In addition, this Board shall adhere and strive to operate under the core value of Efficiency of the Corporation. This code is to define the role and responsibilities of the Finance Board.

4. JURISDICTION

The Finance Board shall have the authority to establish and recommend financial policy to the Board of Directors and shall supervise such policies. This Board shall be empowered to recommend budgets for, and supervise the income and expenditures of, all fees and monies of the Corporation. Any charges of any ASI funds and monies shall be subject to the Board of Directors approval and supervision. This Board shall have the main concern of maximizing the value of membership to this Corporation. The Board shall consider itself as advisory to the Vice President of Finance and the Board of Directors.

5. DATE OF EFFECTIVENESS

This code shall be effective immediately upon the signature authority of this document by the ASI President, subject to the approval of the Board of Directors.

Date of effectiveness:

6. AMENDMENTS

This code may be amended by a majority vote by the Finance Board with the signature approval of the ASI President, subject to approval by the Board of Directors.

7. MEMBERSHIP

The Finance Board shall consist of the following members:

A. Voting Members:

Appointed:

- 1. Two (2) members of the Board of Directors to be appointed by the Vice President of Operations
- 2. Two (2) students at-large of active membership to be appointed by the
- 3. Vice Presidents
- 4. One (1) student employee of the Corporation to be appointed by the Vice President of Operations

Ex-Officio, Voting:

- 1. ASI President
- 2. ASI Vice President of Finance
- 3. ASI Financial Specialist
- 4. ASI Director to be appointed by the Vice President of Operations

B. Non-Voting Members:

Ex-Officio:

- 1. ASI Executive Director
- 2. ASI Business Manager

C. Officers

1. Chair

The Chair of the Board shall:

- a. Be the Vice President of Finance
- b. Prepare the agenda
- c. Vote only in case of a tie
- d. Prepare a report to the Board of Directors following each formal meeting

2. Vice Chair

The Vice Chair of the Board shall:

- a. Be elected from the voting membership of the Board
- b. Act as Chair in the absence of the Chair

3. Secretary

The Secretary of the Board shall:

- a. Be elected from the voting membership of the Board
- b. Record minutes and submit them to the Vice President of Operations for safekeeping.

D. Rules for Voting Members:

Each voting member shall abide by policies as seen necessary by the Vice President of Operations (i.e Attendance Policy, Committee Conduct Policy)

8. MEETINGS

- A. The Finance Board shall meet least twice a month, unless otherwise stipulated by the Chair.
- B. The Chair shall set aside and publish a Regular Meeting time at the beginning of each semester via the ASI website.
- C. The Committee shall abide by Article 20 and Article 18, Section 5 of the Bylaws of this Corporation.
- D. The Facilities Board meetings shall be public as stated in the Gloria Romero Open Meeting Act.
- E. The Facilities Board may hold Closed Session in accordance with the Gloria Romero Meeting Act and shall be conducted to Robert's Rules of Order, Newly Revised.
- F. Agenda items shall be submitted to the Chair.

9. DUTIES AND RESPONSIBILITIES

- A. Advise the Vice President of Finance on appropriate future actions within the context of new business ventures.
- B. Set policy for the finance or changes in functions of finance.
- C. Review all budgets to insure that they are sound and are abiding to policy and set allocations.
- D. Counsel the Vice President of Finance on the budget requests from each facility and department for the Board of Directors for approval.
- E. Make staffing recommendations with respect to finances to the Executive Committee.
- F. Review and revise, when necessary all forms pertaining to transfers, reallocations, etc of any budget of the Corporation.
- G. Shall give consideration and attention to recommendations on all matters related to financial requests.
- H. Supervise all financial policies and practices of the Corporation.
- I. Assist the Vice President of Finance on the Budget Call Process.
- J. Assist the Vice President of Finance on the Student Organization Funding when needed.
- K. Have the authority to transfer funds up to five-hundred dollars (\$500.00) inclusive between line items of the same budget function without referring the transfer items to the ASI Board of Directors.
- L. Assist with the annual update of the ASI 5-year financial strategic plan.

1. NAME

This document shall be called the Student Events, Activities, and Marketing (SEAM) Board Charter, hereinafter shall be referred to as SEAM.

2. AUTHORITY

This board shall be established by the authority given in Article 20 of these Bylaws of Associated Students, Incorporated of California State University San Marcos.

3. PURPOSE

The purpose for this Board is to be the marketing authority of the Corporation for the Board of Directors. This Board shall coordinate, design and assist the alignment and branding of this Corporation on behalf of the Board of Directors and promote all commercial operations of the Corporation, while upholding the mission statement of the Corporation. The Marketing Board shall also build campus morale and awareness, creating a sense of belonging and pride. This code is to define the role and responsibilities of the Marketing Board.

4. JURISDICTION

The Marketing Board shall have the authority to establish and recommend student activities policy and marketing policy to the Board of Directors and shall supervise such policies. The Marketing Board shall have the authority to propose any events for the betterment and improvement of student life at Cal State University San Marcos, which shall be administered by the Programming Department, Women’s Center, Recreation Center, or any other bodies as directed. The Marketing Board shall have the authority to manage the corporate level, business level, and functional level marketing of the Corporation on behalf of the Board of Directors. The Board shall have authority and direction of the alignment of all marketing of the Corporation including branding, promotions, price (in conjunction with the Executive Committee), advertising, publicity, marketing research, strategy formation, and product and service development. The Board shall generally direct all customer service expectations presented to the public to ensure no gaps occur. The Board shall consider itself as advisory to the Vice President of Marketing and the Board of Directors.

5. DATE OF EFFECTIVENESS

This code shall be effective immediately upon the signature authority of this document by the ASI President, subject to the approval of the Board of Directors.
Date of effectiveness:

6. AMENDMENTS

This code may be amended by a majority vote by SEAM with the signature approval of the ASI President, subject to approval by the Board of Directors.

7. MEMBERSHIP

The Marketing Board shall consist of the following members:

A. Voting Members:

Appointed:

1. Two (2) members of the Board of Directors to be appointed by the Vice President of Operations
2. Two (2) students at-large of active membership to be appointed by the Vice President of Operations
3. Each ASI Coordinator

Ex-Officio, Voting:

1. ASI President

B. Non-Voting Members:

Ex-Officio:

1. ASI Director of Student Activities
2. ASI Director of Recreation
3. ASI Coordinator of Student Accounts and Services

C. Officers

1. Chair

The Chair of the Board shall:

- a. Be the Vice President of Marketing
 - b. Prepare the agenda
 - c. Vote only in case of a tie
 - d. Prepare a report to the Board of Directors following each formal meeting
2. Vice Chair
The Vice Chair of the Board shall:
- a. Be elected from the voting membership of the Board
 - b. Act as Chair in the absence of the Chair
3. Secretary
The Secretary of the Board shall:
- a. Be elected from the voting membership of the Board
 - b. Record minutes and submit them to the Vice President of Operations for safekeeping.
- D. Rules for Voting Members:
Each voting member shall abide by policies as seen necessary by the Vice President of Operations (i.e Attendance Policy, Committee Conduct Policy)

8. MEETINGS

- A. The Marketing Board shall meet least twice a month, unless otherwise stipulated by the Chair.
- B. The Chair shall set aside and publish a Regular Meeting time at the beginning of each semester via the ASI website.
- C. The Committee shall abide by Article 20 and Article 18, Section 5 of the Bylaws of this Corporation.
- D. The Marketing Board meetings shall be public as stated in the Gloria Romero Open Meeting Act.
- E. The Marketing Board may hold Closed Session in accordance with the Gloria Romero Meeting Act and shall be conducted to Robert’s Rules of Order, Newly Revised.
- F. Agenda items shall be submitted to the Chair.

9. DUTIES AND RESPONSIBILITIES

- A. Advise the Vice President of Marketing on appropriate future actions within the context of any marketing aspects.
- B. Set policy for activities, events, and marketing of the Corporation.
- C. Ensure all marketing aspects of the Corporation are aligned and uniform among all branches.
- D. Counsel the Vice President of Marketing on the budget requests from the Marketing Department and Programming Department for the Board of Directors for approval.
- E. Make staffing recommendations regarding the support in marketing or programming to the Finance Board.
- F. Establish committees of the Board when necessary with clear powers and responsibilities with the approval of the ASI President (i.e. Campus Pride Committee)
- G. Be empowered to construct a Strategic Marketing Plan for the Corporation for the approval from the Board of Directors.
- H. Coordinate and promote campus pride (i.e. school colors promotion program)
- I. Coordinate the Crash the Cougar Mascot Program and scheduling.
- J. Have involvement in the following tasks within the Board’s respective jurisdiction and responsibilities: Retreats, ASI Newsletter, Annual Report, State of ASI Address, Presidential Forums, Elections, ASI Awards Night, Tukwut Awards Night, and Open House.

1. NAME

This document shall be called the ASI President’s Cabinet Charter.

2. AUTHORITY

This board shall be established by the authority given in Article 20 of these Bylaws of Associated Students, Incorporated of California State University San Marcos.

3. PURPOSE

The purpose for this Cabinet shall be to serve as an advisory group to the President on student matters. This code is to define the role and responsibilities of the ASI President's Cabinet.

4. JURISDICTION

The ASI President's Cabinet shall have the authority to present themselves in front of the ASI President. The Board shall consider itself as advisory to the ASI President and the Board of Directors.

5. DATE OF EFFECTIVENESS

This code shall be effective immediately upon the signature authority of this document by the ASI President, subject to the approval of the Board of Directors.

Date of effectiveness:

6. AMENDMENTS

This code may be amended by a majority vote by the ASI President's Cabinet with the signature approval of the ASI President, subject to approval by the Board of Directors.

7. MEMBERSHIP

The ASI President's Cabinet shall consist of the following members and any additional members at the discretion of the ASI President:

A. Voting Members:

Appointed, by the respective group:

1. Athletics Representative
2. UVA Representative
3. Disabled Student Representative
4. Orientation Team Representative
5. Pride Ambassador Representative
6. Pride Newspaper Representative
7. Each Greek President
8. International Student Representative
9. Post Baccalaureate Representative
10. Campus Service Officer Representative
11. University Student Union Advisory Board Representative
12. Student Support Services/Educational Opportunity Programs Representative

B. Non-Voting Members:

Ex-Officio:

1. ASI Executive Assistant

C. Officers

1. Chair

The Chair of the Board shall:

- a. Be the ASI President
- b. Prepare the agenda
- c. Vote only in case of a tie
- d. Prepare a report to the Board of Directors following each formal meeting

2. Secretary

The Secretary of the Board shall:

- a. Be the Executive Assistant
- b. Record minutes and submit them to the Vice President of Operations for safekeeping.

D. Rules for Voting Members:

Each voting member shall abide by policies as seen necessary by the Vice President of Operations (i.e Attendance Policy, Committee Conduct Policy)

8. MEETINGS

- A. The ASI President's Cabinet shall meet at least once a month, unless otherwise stipulated by the Chair.
- B. The Chair shall set aside and publish a Regular Meeting time at the beginning of each semester via the ASI website.
- C. The Cabinet shall abide by Article 20 and Article 18, Section 5 of the Bylaws of this Corporation.
- D. The Cabinet meetings shall be public as stated in the Gloria Romero Open Meeting Act.
- E. The Cabinet may hold Closed Session in accordance with the Gloria Romero Meeting Act and shall be conducted to Robert's Rules of Order, Newly Revised.
- F. Agenda items shall be submitted to the Chair.

9. DUTIES AND RESPONSIBILITIES

- A. Serve as an advisory board to the ASI President on matters pertaining to campus affairs at the President's discretion.
- B. Make recommendations to the ASI President on any matters deemed necessary.
- C. Provide constituency reports to the ASI President at their discretion.
- D. Attend the President's Cabinet Meeting held once a month.
- E. Participate in a development team workshop in the beginning of selection.
- F. Record items to be placed on agenda for the Student Organization Council for further discussion when necessary.

CODE 305 STUDENT ORGANIZATION COUNCIL CHARTER

1. NAME

This document shall be called the Student Organization Council Charter, hereinafter shall be referred to as SOC.

2. AUTHORITY

This Council shall be established by the authority given in Article 20 of these Bylaws of Associated Students, Incorporated of California State University San Marcos.

3. PURPOSE

The purpose for this Council shall be to properly provide a fair and equal avenue for Program Funds for recognized student organizations to be allocated by its peers. The Council shall be a vehicle for the Corporation to accomplish its Mission Statement to Serve, Engage, and Empower Students. This Council shall encourage a student centered campus climate and preserve the right to express student issues and foster its awareness. Through this Council, student organizations' educational, social, and cultural events shall be supported and decided upon through shared governance. In addition, SOC shall be a student development support arena and the Corporation's Funding Board for Student Organizations. This charter shall define the responsibilities and duties of SOC.

4. JURISDICTION

SOC shall have the authority to be the official Funding Board for recognized student organizations. SOC shall be empowered to allocate funds as set on behalf of the Board of Directors. SOC shall be considered advisory to the Board of Directors and subject to the Board of Directors and Vice President of Finance.

5. DATE OF EFFECTIVENESS

This code shall be effective immediately upon the signature authority of this document by the ASI President, subject to the approval of the Board of Directors.

Date of effectiveness:

6. AMENDMENTS

This code may be amended by a majority vote by the Finance Board with the signature approval of the ASI President, subject to approval by the Board of Directors.

7. MEMBERSHIP

SOC shall consist of recognized Student Organizations of California State University San Marcos per the provisions set in the SOC and Funding Board Guidelines and Procedures.

A. Voting Members:

Members shall have one vote and membership shall be approved by the Board of Directors after the screening process per the Vice President of Finance. Their shall be one (1) representative at each meeting.

B. Non-Voting Members:

Ex-Officio:

1. ASI Director to Student Activities
2. University Official from Student Affairs

C. Officers

3. Chair

The Chair of the Board shall:

- a. Be the ASI Vice President of Finance
- b. Prepare the agenda
- c. Vote only in case of a tie
- d. Prepare a report to the Board of Directors following each formal meeting

4. Secretary

The Secretary of the Board shall:

- a. Be the Finance Assistant
- b. Record minutes and submit them to the Vice President of Operations for safekeeping.

D. Rules for Voting Members:

Each voting member shall abide by policies and guidelines as seen necessary by the Guidelines outlined in the SOC guideline.

8. MEETINGS

A. SOC shall meet at least once a month, unless otherwise stipulated by the Chair.

- B. The Chair shall set aside and publish a Regular Meeting time at the beginning of each semester via the ASI website.
- C. The Committee shall abide by Article 20 and Article 18, Section 5 of the Bylaws of this Corporation.
- D. SOC meetings shall be public as stated in the Gloria Romero Open Meeting Act.
- E. SOC may hold Closed Session in accordance with the Gloria Romero Meeting Act and shall be conducted to Robert's Rules of Order, Newly Revised.
- F. Agenda items shall be submitted to the Chair.

9. DUTIES AND RESPONSIBILITIES

- A. Amend and update the SOC Guidelines packet for approval by the Finance Board.
- B. Approve program funding or individual leadership development as allocated in program funding by the Board of Directors.

CODE 400

GOVERNMENTAL RELATIONS CODE

1. NAME

This document shall be called the Governmental Relations Department Code.

2. AUTHORITY

This department shall be established by the authority given in Article 17 of these Bylaws of Associated Students, Incorporated of California State University San Marcos.

3. PURPOSE

The purpose for this department is to assist the ASI Board of Directors and Vice President of External Affairs in the advocacy efforts of student issues, statewide and local. This code is to define the role of the Governmental Relations Department.

4. DATE OF EFFECTIVENESS

This code shall be effective immediately upon the signature authority of this document by the ASI President, subject to the approval of the Board of Directors.
Date of effectiveness:

5. AMENDMENTS

This code may be amended by a majority vote by the External Affairs Board with the signature approval of the ASI President, subject to approval by the Board of Directors.

6. EMPLOYEES

The Governmental Relations Department shall consist of the following student employees and may fluctuate pending the ASI Budget and necessity. Descriptions of job roles may be found in the Job Description Resource Manual.

- A. Governmental Relations Coordinator
- B. Legislative Activities Specialist
- C. Governmental Outreach Specialist

7. MEETINGS

A. The department may have staff meetings as deemed necessary by the Vice President of External Affairs.

8. DUTIES AND RESPONSIBILITIES

All duties and responsibilities may be subject to change when needed by the Board of Directors or Vice President of External Affairs. These shall include:

- A. Conduct an annual non-partisan Voter Registration Education and Mobilization Drive during the Fall Statewide Elections
 - 1. Work with the University Vice President of Student Affairs, the San Diego County Registrar of Voters and the Vice President of External Affairs to coordinate on-campus voter registration drives and polling booths for national, state, local and special elections
 - 2. Work with ASI and other campus groups to have election forums based around educating students about issues on the ballot the may affect them.
- B. Inform students on student relevant legislative matters through the most appropriate and effective means available.
 - 3. This outreach and education may take the form of tabling, class raps, workshops, open forums, posting fliers, newsletters, publishing articles in the student newspaper, or any other means which does not violate the policies of the University and/or any federal, state and/or local law(s).
- C. Conduct at least one lobbying appointment/visit to the local office of each of the University's primary legislative offices for the State Assembly, State Senate, and Congress (Federal) each Fall and Spring semester.
 - 4. The California State Student Association (CSSA) will identify primary legislative offices.
- D. Create an Annual Governmental Relations Advocacy Calendar for the Spring Legislative Session.
- E. The Governmental Relation department must operate within University Guidelines as well as the Bylaws of this Corporation and Codes of Governance, and External Affairs Board.

CODE 401

MARKETING CODE

1. NAME

This document shall be called the Marketing Department Code.

2. AUTHORITY

This department shall be established by the authority given in Article 17 of these Bylaws of Associated Students, Incorporated of California State University San Marcos.

3. PURPOSE

The purpose for this department is to assist the ASI Board of Directors and Vice President of Marketing in the marketing efforts of the Corporation. This code is to define the role of the Marketing Department.

4. DATE OF EFFECTIVENESS

This code shall be effective immediately upon the signature authority of this document by the ASI President, subject to the approval of the Board of Directors.

Date of effectiveness:

5. AMENDMENTS

This code may be amended by a majority vote by SEAM with the signature approval of the ASI President, subject to approval by the Board of Directors.

6. EMPLOYEES

The Marketing Department shall consist of the following student employees and may fluctuate pending the ASI Budget and necessity. Descriptions of job roles may be found in the Job Description Resource Manual.

- A. Marketing Coordinator
- B. Marketing Specialist(s),
- C. Webmaster

7. MEETINGS

The department may have staff meetings as deemed necessary by the Vice President of Marketing.

8. DUTIES AND RESPONSIBILITIES

All duties and responsibilities may be subject to change when needed by the Board of Directors or Vice President of Marketing. These shall include:

- A. Streamline all marketing and branding of the Corporation
- B. Design, develop and print all marketing for all departments, facilities, and any other events and activities for the Corporation.
- C. Distribute all marketing prints
- D. Assist the Vice President of Marketing in purchasing promotional items

1. NAME

This document shall be called the Programming Department Code.

2. AUTHORITY

This department shall be established by the authority given in Article 17 of these Bylaws of Associated Students, Incorporated of California State University San Marcos.

3. PURPOSE

The purpose for this department is to assist the ASI Board of Directors and Vice President of Marketing in the programming and events efforts for students at large on all educational, cultural, and social issues, not in cooperation with the Student Organization Council. This code is to define the role of the Programming Department.

4. DATE OF EFFECTIVENESS

This code shall be effective immediately upon the signature authority of this document by the ASI President, subject to the approval of the Board of Directors.
Date of effectiveness:

5. AMENDMENTS

This code may be amended by a majority vote by the SEAM with the signature approval of the ASI President, subject to approval by the Board of Directors.

6. EMPLOYEES

The Programming Department shall consist of the following student employees and may fluctuate pending the ASI Budget and necessity. Descriptions of job roles may be found in the Job Description Resource Manual.

- A. Programming Coordinator
- B. Annual Events and Traditions Specialist
- C. Cultural Events Specialist
- D. Social Events Specialist
- E. Issues and Ideas Specialist
- F. Commuter Student Specialist
- G. Community Service Specialist

7. MEETINGS

The department may have staff meetings as deemed necessary by the Vice President of Marketing and/or Director of Student Activities.

8. DUTIES AND RESPONSIBILITIES

All duties and responsibilities may be subject to change when needed by the Board of Directors or Vice President of Marketing. These shall include:

- A. Shall conduct all Social, Cultural, and Educational Programming on campus.
- B. Shall conduct programming that is representative of diversity of the student campus.
- C. The Programming Budget will be organized by the Director of Student Activities and Vice President of Marketing for proposal by the Vice President of Marketing to the Finance Board for the consideration of the following years budget.
- D. Shall conduct at least thirty (30) events per semester
- E. Shall ensure that all events are spread out over the course of days and times to fit the fair exposure for students.
- F. Abide by all ASI Resolutions, Policies, and Procedures when operating on behalf of the Corporation.
- G. Organize a Programming Volunteer Committee for at-large students to assist with the Programming activities.

CODE 500 BUSINESS CENTER CODE

1. NAME

This document shall be called the Business Center Facility Code.

2. AUTHORITY

This department shall be established by the authority given in Article 17 of these Bylaws of Associated Students, Incorporated of California State University San Marcos.

3. PURPOSE

The purpose for this facility is to serve students on business, logistical, and leisure services. It shall provide students a facility for general ASI inquiries. This code is to define the role of the Business Center Facility Code.

4. DATE OF EFFECTIVENESS

This code shall be effective immediately upon the signature authority of this document by the ASI President, subject to the approval of the Board of Directors.
Date of effectiveness:

5. AMENDMENTS

This code may be amended by a majority vote by the Facilities Board with the signature approval of the ASI President, subject to approval by the Board of Directors.

6. EMPLOYEES

The Business Center shall consist of the following employees and may change pending the ASI Budget and necessity. Descriptions of job roles may be found in the Job Description Resource Manual.

- A. Director of Student Accounts and Services
- B. Business Center Receptionist
- C. Business Operations Manager

7. MEETINGS

The facility may have staff meetings as deemed necessary by the ASI Director.

8. DUTIES AND RESPONSIBILITIES

All duties and responsibilities may be subject to change when needed by the Board of Directors or Facilities Board. These shall include:

- A. Shall provide business and logistical services including, but not limited to copying, facsimiles, mailing, stamps, checking, student organization account services, packing, posters, and notary services.
- B. Shall provide leisure services including, but not limited to discount theme park tickets, discount movie tickets, and balloons.
- C. Shall be an extension of our corporate office to serve the Corporation in all business operations including accounting, requisitions, and expenses.

CODE 501	RECREATION CENTER CODE
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1. NAME

This document shall be called the Recreation Center Facility Code.

2. AUTHORITY

This department shall be established by the authority given in Article 17 of these Bylaws of Associated Students, Incorporated of California State University San Marcos.

3. PURPOSE

The purpose for this facility is to provide student recreation and other physical extra curricular activities not funded by the University. This code is to define the role of the Recreation Center Facility.

4. DATE OF EFFECTIVENESS

This code shall be effective immediately upon the signature authority of this document by the ASI President, subject to the approval of the Board of Directors.
Date of effectiveness:

5. AMENDMENTS

This code may be amended by a majority vote by the Facilities Board with the signature approval of the ASI President, subject to approval by the Board of Directors.

6. EMPLOYEES

The Recreation Center shall consist of the following student employees and may change pending the ASI Budget and necessity. Descriptions of job roles may be found in the Job Description Resource Manual.

- A. Operations Coordinator
- B. Recreation Specialist(s)
- C. Director of Student Recreation

7. MEETINGS

The facility may have staff meetings as deemed necessary by the ASI Director or Operations Coordinator.

8. DUTIES AND RESPONSIBILITIES

All duties and responsibilities may be subject to change when needed by the Board of Directors or Facilities Board. These shall include:

- A. Providing monthly excursions for students
- B. Providing leisure courses per semester
- C. Provide an Alternative Spring Break
- D. Serve the students on all renting equipment for sports and exercise.
- E. Provide commercial sales including towels.
- F. Provide referee services.

CODE 502 TUKWUT CENTER CODE

1. NAME

This document shall be called the Tukwut Leadership Center Facility Code.

2. AUTHORITY

This facility shall be established by the authority given in Article 17 of these Bylaws of Associated Students, Incorporated of California State University San Marcos.

3. PURPOSE

The purpose for this facility is to provide a facility that serves the student organizations for meeting space, leadership workshops, and as a leadership research arena. In addition, this facility shall provide a positive difference for student leaders and student organizations in their development to provide high quality organizations and leaders. This code is to define the role of the Tukwut Leadership Facility.

4. DATE OF EFFECTIVENESS

This code shall be effective immediately upon the signature authority of this document by the ASI President, subject to the approval of the Board of Directors.
Date of effectiveness:

5. AMENDMENTS

This code may be amended by a majority vote by the Facilities Board with the signature approval of the ASI President, subject to approval by the Board of Directors.

6. EMPLOYEES

The Tukwut Leadership Center may consist of employees and may change pending the ASI Budget and necessity. Descriptions of job roles may be found in the Job Description Resource Manual.

7. MEETINGS

The facility may have staff meetings as deemed necessary by the ASI Director of Student Activities.

8. DUTIES AND RESPONSIBILITIES

All duties and responsibilities may be subject to change when needed by the Board of Directors or Facilities Board. These shall include:

- A. Shall be a facility to foster student leaders and organizations as a hub for meetings, publication center (poster making), and any other needed services.
- B. Shall serve as a leadership workshop center.

1. NAME

This document shall be called the Women's Center Facility Code.

2. AUTHORITY

This facility shall be established by the authority given in Article 17 of these Bylaws of Associated Students, Incorporated of California State University San Marcos.

3. PURPOSE

The purpose for this facility is to provide a facility that is dedicated to equality, supports and provides resources for all members of the campus community. It shall educate, advocate, and empower women and men by offering programming and a safe environment. This code is to define the role of the Women’s Center Facility.

4. DATE OF EFFECTIVENESS

This code shall be effective immediately upon the signature authority of this document by the ASI President, subject to the approval of the Board of Directors.

Date of effectiveness:

5. AMENDMENTS

This code may be amended by a majority vote by the Facilities Board with the signature approval of the ASI President, subject to approval by the Board of Directors.

6. EMPLOYEES

The Women’s Center shall consist of the following student employees and may change pending the ASI Budget and necessity. Descriptions of job roles may be found in the Job Description Resource Manual.

- A. Operations Coordinator
- B. Programming and Events Specialist
- C. Women’s Activism and Outreach Specialist
- D. Men’s Activism and Outreach Specialist

7. MEETINGS

The facility may have staff meetings as deemed necessary by the ASI Director or Operations Coordinator.

8. DUTIES AND RESPONSIBILITIES

All duties and responsibilities may be subject to change when needed by the Board of Directors or Facilities Board. These shall include:

- A. Shall conduct all education programming specifically focused on Sex, Gender, and Sexuality.
- B. Shall provide up-to-date information for students.
- C. Shall keep the center open for at least 30 hours a week.
- D. Shall coordinate Women’s history month.
- E. Shall conduct at least 20-events per semester.
- F. Shall ensure that all events are spread out over the course of days and times.
- G. Abide by all ASI Resolutions, Policies, and Procedures when operating on behalf of ASI
- H. Improve conservations and relationships between various gender, ethnic, and sexual orientation groups on campus.
- I. Increase awareness on issues that primarily affect women on campus.
- J. Pursue equity for all women through support, programming, advocacy, and discussion.
- K. Provide resources for women’s intellectual, professional, and personal success.
- L. Serve as a liaison for students to existing campus services.

CODE 600 BOARD OF DIRECTORS COMPOSITION AND MEETINGS CODE

1. NAME

This document shall be called the Board of Directors Composition and Meetings Code.

2. AUTHORITY

This committee shall be established by the authority given in Article 12 of these Bylaws of Associated Students, Incorporated of California State University San Marcos.

3. PURPOSE

The purpose for this code is to define the composition of the Board of Directors and the procedures of the meetings.

4. DATE OF EFFECTIVENESS

This code shall be effective upon the confirmation approval of the Board of Directors.

Date of effectiveness:

5. AMENDMENTS

This code may be amended by a majority vote by the Rules Committee with the approval of the Board of Directors by a two-thirds (2/3) vote.

6. MEMBERSHIP

The Board of Directors shall consist of the following members:

A. Voting Members:

1. Chair of the Board of Directors
2. Vice President of Operations
3. Vice President of External Affairs
4. Vice President of Finance
5. Vice President of Marketing
6. College of Arts and Sciences Representative
7. College of Arts and Sciences Representative
8. College of Arts and Sciences Representative
9. College of Business Administration Representative
10. College of Business Administration Representative
11. College of Education Representative
12. Student at-Large Representative
13. Student at-Large Representative
14. Student at-Large Representative
15. Childcare Representative

B. Ex-Officio, Non Voting:

1. Executive Director
2. University President's Designee
3. University Vice President of Finance and Administration
4. Alumni Representative
5. Faculty Senate Representative

C. Officers

1. Chair

The Chair of the Board of Directors shall:

- a. Be the Chair of the Board of Directors
- b. Prepare the agenda
- c. Vote only in case of a tie

2. Vice Chair

The Vice Chair of the Board of Directors shall:

- a. Shall be the Vice President of Operations.
- b. Shall Chair the meeting in the absence of the Chair.
- c. Shall Chair the Student Advocacy Committee and Awards Committee when active
- d. Shall follow any other duties as outlined in the Codes of Governance.
- e. Act as Chair in the absence of the Chair

3. Recording Secretary

- a. Shall be the Executive Assistant
- b. Shall aid the Chair in performing his/her duties

- c. Shall have the responsibility of recording minutes and constructing agendas and any other duties outlined in the Corporate Secretary Manual.

D. Rules for Voting Members:

Each voting member shall abide by policies as seen necessary by the Vice President of Operations (i.e Attendance Policy, Committee Conduct Policy)

7. MEETINGS

- A. The Chair shall set aside and publish a Regular Meeting time at the beginning of each semester via the ASI website.
- B. Members of the Board of Directors who have not spoken shall be recognized before any other member during that discussion.
- C. Meetings shall be public as stated in the Gloria Romero Open Meeting Act.
- D. The Board of Directors may hold Closed Session in accordance with the Gloria Romero Meeting Act and shall be conducted to Robert's Rules of Order, Newly Revised.
- E. Agenda items shall be submitted to the Chair.
- F. The Recording Secretary shall post all minutes and agendas to the public.
- G. Reports of Officers, Committees, Councils, and Cabinet will be standing at every meeting, unless otherwise stipulated by the Chair.

8. DUTIES AND RESPONSIBILITIES

- A. Shall follow all powers, authorities and duties in Article 11, Article 12, and Article 15 of the Bylaws.