



**ASSOCIATED STUDENTS, INCORPORATED  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

**ADMINISTRATIVE MANUAL**

**PERSONNEL COMMITTEE  
CODE OF PROCEDURE**

**POLICY 101**

**ARTICLE I AUTHORITY AND FUNCTION**

These codes shall act as the governing procedures for the Personnel Committee of the Associated Students, Incorporated (ASI) of California State University, Los Angeles. It shall be the purpose and function of the Personnel Committee to:

- A. Act on behalf of the Board of Directors BOD in all matters concerning employees of the corporation. Such actions shall be in accordance with Title 5 of the Administrative Code of the State of California, Policy and Directives of the Board of Trustees of the California State University, Policies of the University, the Articles of Incorporation, and the Bylaws.
- B. Make policy recommendations to the BOD on issues pertaining to personnel
- C. Make an annual recommendation to the BOD on personnel matters involving any changes in the level of budgetary support.
- D. Serve as the coordinating agency for professional staff evaluations within A.S.I..

**ARTICLE II MEMBERSHIP AND DUTIES**

Section 1 – Membership

The Personnel Committee shall be composed of eight (8) voting and five (5) non-voting members. A.

- ASI Vice President for Administration, who shall serve as chair
- B. ASI President
- C. ASI Vice President for Academic Governance
- D. ASI Vice President for Finance
- E. ASI Vice President for External Affairs and Advancement
- F. ASI Secretary/Treasurer
- G. Two (2) members of the BOD appointed by the ASI President with a simple majority consent of the BOD
- H. ASI Executive Director (non-voting)
- I. ASI Director of Government Affairs & Leadership Programs (non-voting)



- J. ASI Office Manager for Administration and Services (recording secretary) (non-voting)
- K. A representative from the University's Office of Human Resources Management (non-voting) L. University President or designee (non-voting)

**Section 2 – Quorum**

Quorum shall be defined as fifty-percent (50%) plus one (1) member of the current voting membership of the Personnel Committee. For the purpose of establishing quorum the chair shall be counted towards quorum as a voting member.

**Section 3 – Responsibilities of the Chair**

**Section 3 – Responsibilities of the Chair**

- A. The Chair shall vote only in the event of a tie.
- B. The Chair shall present a quarterly recommendation to the Finance Committee on changes in the level of budgetary support to reflect spending trends within ASI.
- C. A. The Chair shall ensure that The Chair shall vote only in the event of a tie.
- D. B. The Chair shall present a quarterly recommendation to the Finance Committee on changes in the level of budgetary support to reflect spending trends within ASI.
- E. C. The Chair shall coordinate the evaluation process in conjunction with the ASI President and HRM to ensure full participation of the Board of Directors.
- F. D. The Chair shall ensure that a written report of any recommendation or action of the Personnel Committee is made at least two (2) days prior to the next meeting of the BOD. a written report of any recommendation or action of the Personnel Committee is made at least two (2) days prior to the next meeting of the BOD.

**Formatted:** Indent: Hanging: 0.25", Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.25"

**Formatted:** List Paragraph, Indent: First line: 0"

**Formatted:** Font color: Text 1

**Formatted:** Font color: Text 1

**Section 4 – Responsibilities of the ASI Vice Chair for Personnel Committee**

The role and responsibility of the ASI Vice Chair for Personnel Committee shall be performed by a committee member. By the second official meeting the committee will appoint a committee member as Vice Chair. If the Vice Chair is an appointed ASI member their time served in this role will count as two of their required service hours.

**Formatted:** Font color: Red

- A. Chair will accept nominations for the Vice Chair position with the majority consent of the committee for appointment.
- B. Act in the capacity of the chair in their absence.

**Section 54 – Removal of Appointed Members**

Any appointed member may be removed from the committee on a recommendation from the Chair to the Board of Directors for more than two (2) consecutive unexcused absences, three (3) unexcused absences, four (4) unexcused tardies, or four (4) unexcused early departures during any one semester.

**Section 65 - Personnel Evaluations**

It is the responsibility of the Personnel Committee to facilitate the evaluation of all full-time professional staff. Evaluations shall be consistent with the ASI policy on performance appraisals. The ASI President, Vice President



for Administration, Executive Director, Dean of Students, and HR Representative will coordinate and distribute an Appraisal Timeline by the last Personnel Committee meeting of the Fall Semester. The Director of Human Resources Management or designee will assist with any and all personnel related actions involving evaluations, merit awards, and disciplinary actions taken by the committee.

## **ARTICLE III** **ADMINISTRATIVE POLICY**

### Section 1 – A.S.I. Personnel Policy

The Personnel Committee shall make recommendations for the modification of the ASI Administrative Manual to the BOD as it relates to ASI Human Resources to ensure compliance with the rules and regulations concerning Student Body Auxiliary funds.

### Section 2 – Internal Compliance Review

The Director of Human Resources Management or designee must concur with the Personnel policy recommended by the Finance Committee to determine compliance with requirements for Student Body Auxiliaries.

## **ARTICLE IV** **MEETINGS**

### Section 1 – General Meetings

The Personnel Committee shall meet at least once a month..

### Section 2 – Special and Emergency Meetings

The Personnel Committee may meet on a special and emergency basis. When a special meeting is necessary, the Chair shall call the meeting through a written notice to all members no less than twenty-four (24) hours prior to the meeting. In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, a legislative body may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement, or both. Emergency situations are defined in the Gloria Romero Open Meeting Act of 2000. An emergency meeting may be called by either the Chair, or through a request to the chair by three (3) voting members of the Committee.

## **ARTICLE V** **AMENDMENTS**

Proposed amendments to these codes shall be submitted on a majority of the Personnel Committee to the ASI Committee on Bylaws and Codes of Procedure for their review and approval prior to submitting the proposed changes to the BOD for their 2/3 approval.

#### Policy History:

Approved:	January 1967
Amended:	December 1971
Amended:	April 1972
Amended:	June 1977
Amended:	April 1980
Amended:	March 1982
Amended:	April 1982
Amended:	October 1982
Amended:	April 1973



Amended: November 1988  
Amended: March 1998  
Recodified: May 1999  
Amended: April 2001  
Amended: November 2008  
Amended: February 28, 2013  
Amended: October 8, 2015  
Amended: September 7, 2017

