



2012-13 BOARD OF DIRECTOR APPLICATION PACKET

Thank you for your interest in a Board of Director's position with the Associated Students, Inc. (A.S.I.). The four sections (Part I, II, III, and IV) of this packet will serve as references, and are yours to keep. **The application (section 5 through 10) must be filled out in its entirety, and returned with a resume to the A.S.I. Administrative Office located in the University-Student Union, U-SU 203.** For more information call 323-343-4778. Please be advised that you are responsible for ALL the information contained in this packet.

Part I – General Information

What is the Board of Directors?

The Board of Directors is the representative body of the Associated Students, Inc. (A.S.I.), composed mainly of students who take part in the administration of corporate affairs. The Board of Directors (B.O.D.) has the power to conduct, manage, and control the affairs and/or business of the Associated Students, Inc., in conformity with applicable federal and state laws. The A.S.I. President serves as chairperson for the B.O.D.

What is the composition of the Board of Directors?

The A.S.I. B.O.D. consists of the following directors, elected/appointed as specified in the A.S.I. bylaws (Article IV):

- | | |
|--|--|
| 1. President | 9. Two (2) Charter College of Education Representative |
| 2. Vice President for Administration | 10. Two (2) College of Arts & Letters Representative |
| 3. Vice President for Finance | 11. Two (2) College of Business & Economics Representative |
| 4. Vice President for Academic Governance | 12. Two (2) College of Engineering, Computer Science & Technology Representative |
| 5. Secretary/Treasurer | 13. Two (2) College of Health & Human Services Representative |
| 6. Campus Affairs Representative-at-Large | 14. Two (2) College of Natural & Social Sciences Representative |
| 7. Legislative Affairs Representative-at-Large | |
| 8. Community Affairs Representative-at-Large | |

Duties and Responsibilities

By your application, you agree to perform the responsibilities stated below:

1. Actively seek out the opinions, needs, and desires of the student body at large,
2. Chair and/or serve on at least one standing committee,
3. Perform other tasks as requested by the B.O.D.,
4. Actively participate in A.S.I. activities and programs,
5. Be familiar with A.S.I. Governing Documents found online at www.calstatela.edu/asi
6. Perform further duties as specified in the A.S.I. Bylaws (Article VI, Sec. 3; Article VIII, Secs. 2-6) and the A.S.I. Codes of Procedures (Article II, Sec. 1-13).





Specific Duties and Responsibilities:

Vice President for Administration (VPA)

1. The VPA shall report at the B.O.D. on the status of the work of the Cabinet of Commissioners.
2. Act in the capacity of the President in the absence of the President, when required by Robert's Rules of Order, or when requested by the President.
3. Be a member of the B.O.D., Executive, Finance, Strategic Planning, Personnel Committees, Cabinet of Academic Senators & Shared Governance Committee, and the Legislative Affairs Committee.
4. The VPA shall serve as the Chair of the Cabinet of Commissioner and shall ensure that the Cabinet meets on a bi-weekly basis during the quarter.

Vice President for Academic Governance (VPAG)

1. The VPAG shall chair and report at the B.O.D. on the status of the work of the Cabinet of Academic Senators & Shared Governance Committee.
2. Act in the capacity of the President in the absence of both the President and the Vice President for Administration, when required by Robert's Rules of Order, or when requested by the President.
3. Be a member of the B.O.D., Executive, Finance, Strategic Planning, Personnel Committees, Cabinet of Academic Senators & Shared Governance Committee, and the Legislative Affairs Committee.
4. Recommend to the B.O.D. for appointment, official attendance, or dismissal, all students to university and academic committees, subcommittees boards of the University, and A.S.I. committees not delegated to other officers in these codes. The VPAG shall manage the appointment process for all approved student representatives to the aforementioned committees.

Vice President for Finance (VPF)

1. The VPF shall report at the B.O.D. on the financial status of Associated Students, Inc. and on the work of the Finance Committee.
2. The VPF shall serve as the Chair of the Finance Committee and shall preside over the Finance Committee on a bi-weekly basis during the quarter.
3. Recommend to the B.O.D. for appointment or dismissal, the Vice Finance Chair not delegated to other officers elsewhere in this document.
4. Be a member of the B.O.D., Executive, Finance, Strategic Planning, Personnel Committees, Cabinet of Academic Senators & Shared Governance Committee, and the Legislative Affairs Committee.
5. In the absence or disability of the A.S.I. President, First Vice President, and Second Vice President, performs all the duties of the A.S.I. President: and when so acting, shall have all the power of, and be subject to all the restriction of the Office of the President.

Secretary/Treasurer

1. Act in the capacity of the President in the absence when the President, the Vice President for Administration, and the Vice President for Academic Governance, when required by Robert's Rules of Order, or when requested by the President.
2. Be a member of the B.O.D., Executive, Finance, Strategic Planning, Personnel Committees, Cabinet of Academic Senators & Shared Governance Committee, and the Legislative Affairs Committee.
3. Ensure the accuracy of the Board of Directors minutes prior to submission for approval by the Board of Directors.
4. Oversee accountability and quality control of A.S.I. B.O.D. Appointment & Interview Process and committee appointments.
5. Keep a scrapbook of all newspaper articles and pictures relating to the A.S.I. and compile files of all A.S.I. B.O.D. events and activities.
6. Notify and conduct a New Member Orientation for all appointees of positions to which they have been assigned by the Board of Directors.
7. Ensure access to the Directors by maintaining a list of office hours for each B.O.D. member
8. Distribute and post agendas and minutes as required by law and to all relevant parties
9. Forward resolutions that have been signed by the A.S.I. President to the parties concerned.
10. Process Grant-In-Aid requests with the input of the President, VPA, VPAG, and VPF in their roles as delineated earlier in these codes.
11. Keep official record of the attendance of A.S.I. members for all official required committee meetings to ensure accountability of A.S.I. members
12. In the absence or disability of the A.S.I. President, First Vice President, Second Vice President, and Third Vice President performs all the duties of the A.S.I. President: and when so acting, shall have all the power of, and be subject to all the restriction of the Office of the President.





College Representatives Duties and Responsibilities

Twelve student College Representatives serve on the A.S.I. B.O.D. Each of the six Academic Colleges at Cal State L.A. have two representatives, which include the College of Arts and Letters, College of Business and Economics, Charter College of Education, College of Engineering Computer Science, and Technology, College of Natural and Social Sciences, and the College of Health and Human Services.

Position Description:

As a voting member of the B.O.D., each representative acts as the liaison between the College then represent and A.S.I. In acting as the liaison, they actively search for the College issues that affect students, prioritize those issues, and present them to A.S.I. B.O.D. for solution-oriented answers, which then leads to action. They are the official representative of the College. In addition to the larger issues, a College Representative must be available to deal with the individual needs and concerns of the students. Overall, the College Representative is at the service of the College they represent and the students within; therefore, the position requires impartiality and openness.

Representatives –at-Large Duties and Responsibilities

Three students serve as Representatives-At-Large and serve on the A.S.I. B.O.D.:

Campus Affairs Representative:

- ◇ Shall serve as the Chair of the University Council (for information regarding Chair responsibilities, see the UC Codes of Procedures).
- ◇ Shall be responsible for submitting proposals to the Executive Board to initiate reforms in the area of Campus Affairs.
- ◇ Shall be responsible for conducting an annual survey to be initiated no later than the third of week of the Fall quarter. In the event that the Campus Affairs position is not filled by the specified time the duty shall be assumed by another Representative-at-Large.
- ◇ Shall be responsible for regularly tabling and connecting with the students at large (for a minimum of one hour per week, preferably more).
- ◇ Shall assist the Legislative Affairs Representative in disseminating information to students.

Community Affairs Representative:

- ◇ Shall serve as the Secretary of the University Council (for information regarding Vice Chair responsibilities, see the UC Codes of Procedures).
- ◇ Shall be responsible for establishing communication links with appropriate community agencies.
- ◇ Shall be responsible for representing those areas involved in campus/community projects.
- ◇ Shall educate the B.O.D. and the student population at large in the nature, problems, and resources of the Los Angeles community.

Legislative Affairs Representative:

- ◇ Shall attend B.O.D. meetings and be exempt of other committee requirements.
- ◇ Shall serve as a CSULA representative at the California State Student Association (CSSA)
- ◇ Shall keep the B.O.D. informed on state and national issues, as well as legislative issues affecting students.
- ◇ Shall do research regarding legislative action and campus opinion.
- ◇ Shall manage the creation, review, and approval process of Resolution Creation.
- ◇ Shall establish contact with all appropriate representatives through written and personal communication for the purpose of conveying student concerns and obtaining information on relevant legislative issues.
- ◇ Shall be responsible for coordinating students to meet with legislators in the Assembly and the Senate each year.
- ◇ Shall be responsible for coordinating a voter registration drive each quarter.
- ◇ Shall be responsible for coordinating "Get Out the Vote" drives each quarter there is an election.
- ◇ Shall chair the Lobby Corps.
- ◇ Shall act as a legislative liaison to the media, and provide all relevant materials to be published to better inform the student population.
- ◇ Shall recruit and facilitate the placement of students on state-wide committees.
- ◇ Shall organize and facilitate participation in the annual CSSA California Higher Education Student Summit (CHESS).





Part II - Eligibility Requirements

Before you fill out the application, be sure you meet the following requirements:

1. All applicants must:

- A. Be in good standing, "A student shall be considered in good standing unless he or she is on academic probation; academically disqualified; on disciplinary probation, expulsion, or suspension; or under defaulted financial obligation to the University."
- B. At time of appointment, have been in residence (or enrolled) at CSULA for at least two (2) quarters prior application,
- C. Be familiar with A.S.I. Bylaws and Codes of Procedures,
- D. Be Available:
 - from 3:30 pm - 6 pm on some **Tuesdays** and alternating **Thursdays** for Board of Directors meetings,
 - from 3:30 – 5:30 PM **three-four Thursdays** per quarter for the Shared Governance Committee Meetings.
- E. Serve a minimum of two (2) hours per week physically in the A.S.I. Offices. Board of Directors applicants must be available to fulfill minimum of eight (8) service hours per week in addition to the two-hour (physical) office hour requirement,
- F. Serve on two (2) Committees; one internal and one external.

2. If you are an Undergraduate applicant, you must:

- A. Have a 2.0 or better cumulative GPA during the 12- month period immediately preceding applications.
Note: The University Registrar's Office calculates GPA on the overall 12-month period prior to application,
- B. Have earned at least (9)-quarter units of academic credit during that year.
Note: Remedial course units are not counted as academic credit,
- C. Be enrolled in at least (9)-quarter units of academic credit as well as:
 - a. Maintain a minimum load of (9)-units per quarter; with the exception of one quarter off from taking classes during the year in service,
 - b. Maintain a 2.0 GPA or better each quarter while in office, and
- D. Have not earned more than (225)-quarter units

3. If you are a Graduate applicant, you must:

- A. (Assure that if BA/BS was received from CSULA within the past 3 years), have earned a total of (18)-units during the last year as an undergraduate,
- B. As a new graduate, have earned (8)-units per period of continuous attendance,
- C. Be enrolled in at least (4)-quarter units, and maintain a minimum load of for units per quarter; with the exception of one quarter off from taking classes during the year in service, and:
- D. Have earned no more than (75)-quarter units. Note: If you are a new Graduate student and are planning to maintain office after one year, you must take (8)-units per period of continuous attendance- meaning that while you are in office the prior year, you have to be taking (8)-units instead of (4)-units.

4. All School Representatives must:

- A. Be a declared major for the School position in which you are applying,
- B. Be enrolled in at least one course within the School for which have filed, and:
- C. *Charter School of Education Representative must have one (1) course within that school.

Part III - Procedures for Application

All Applicants prior to appointment must:

- 1. Fill out the Board of Director Application in its entirety.
- 2. Submit a copy of your **UNOFFICIAL TRANSCRIPT** in a sealed envelope with your application. This information will be confidentially viewed ONLY by the A.S.I. Executive Director/Director of Administration and Services to unofficially assess your eligibility to serve. Your information will be shredded once reviewed. Official eligibility is determined the University Registrars Office.
- 3. Undergo an interview. Board of Director Applicants must schedule an appointment to meet with the A.S.I. President.
- 4. Bring with you the completed application, and obtain a validation signature.
- 5. Submit application by **noon at least three (3) business days before appointment** (for Board meetings that are held alternating Thursdays) directly to the Administrative Office (U-SU 203), where the application must be time/date stamped by the A.S.I. Staff as official receipt. [DO NOT submit this application to any individual Board member, or it will not officially be acknowledged].
- 6. Be present during appointment at the Board of Directors meeting.



Associated Students, Inc.

5154 State University Drive, Los Angeles, CA 90032

Part IV - Notification

Please be advised that, if approved, the start date of your appointment be confirmed to the day of the Board of Director's meeting when you are voted and approved into office. Upon approval you will be eligible to receive a Grant-In-Aid Stipend (GIA Stipend). Your GIA Stipend amount will vary based on the B.O.D. position your applying.

You are hereby notified that if, for any reason, you become ineligible to serve in office, all work performed will be considered **voluntary**.





Associated Students, Inc.

5154 State University Drive, Los Angeles, CA 90032

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Part I, II, III, and IV of this packet will serve as references and are yours to keep





Date Received: _____

FDesk Staff Int.: _____

FT Staff Int.: _____

Part V – Background Information
(Please attach a resume and your unofficial transcript.)

Name: _____

Position applying for: _____

Hours available to serve:

- Monday: _____
- Tuesday: _____ * (alternating) available 3:30 PM – 6 PM
- Wednesday: _____
- Thursday: _____ * must be available 3:30 PM – 6 PM
- Friday: _____

Major: _____

Class Level (check one): First Year Sophomore Junior Senior Graduate

Please answer the following questions:

1. What previous experience have you had in the area in which you are applying for? _____

2. State briefly why are you are applying and/or are interested in this position _____

3. What do you feel are some of the major problems facing the students of CSULA? _____

4. List activities and/or organizations that you have been involved with (on or off campus) _____

Part VI – Interviews

Please make an appointment to meet with the A.S.I. President (See Part III - Procedures for Application in the *Board of Director Application Packet*). You must obtain validation in the space below.

For Official Use Only:
 A.S.I. President Validation: _____
Signature/Stamp Date
 Interview Time: _____ Recommended Not Recommended





Part VII – Eligibility Verification

DIRECTIONS: For each question, please check one box. (Note: if you answer “No” to any of the questions below, please do not proceed. You may not be eligible for appointment to the Associated Students, Inc. at this time. For more information, please contact the A.S.I. Administrative Office, 323-343-4778.)

- 1. Are you considered in GOOD STANDING with the University? Yes No
- 2. Have you been enrolled at Cal State L.A. for two (2) quarters prior to application? Yes No
- 3. Do you have a minimum 2.0 cumulative GPA during the last 12 months? Yes No
- 4. Are you available for scheduled meetings as specified in the application packet? Yes No
- 5. Do you agree to serve a minimum of two (2) hours per week physically in the A.S.I. Offices? Yes No
(Note: Board applicants agree to be available for a minimum of eight (8) service hours per week in addition to office hours)
- 6. If you are a Board of Director College Representative applicant, have you declared a major for the College position you are applying for and enrolled in at least one (1) course within the College? (Note: If you are a Charter College of Education Representative, have you **declared** a major in that College? N/A Yes No

Undergraduate applicants:

- 1. Have you earned at least nine (9)-quarter units of academic credit per quarter at Cal State L.A. during the past 12 months prior to application (not including remedial courses)? Yes No
- 2. Will you be enrolled in at least nine (9)-quarter units of academic credit during the quarter you are applying. Yes No
- 3. Are you aware that you must be enrolled in a minimum of nine (9) units per quarter while in office? Yes No
- 4. Are you aware that you must maintain a 2.0 GPA each quarter while in office? Yes No
- 5. Have you earned less than (225)-quarter units? Yes No

Graduate applicants:

- 1. If your BA/BS was received from Cal State L.A within the past 3 years, have you earned a total of eighteen (18)-units during your last year as an undergraduate? N/A Yes No
- 2. Have you earned at least eight (8)-units per period of continuous attendance? Yes No
- 3. Will you be enrolled in at least four (4)-quarter units during the term the election occurs? Yes No
- 4. Are you aware that you must maintain a minimum load of four (4)-units per quarter? Yes No
- 5. Have you earned less than (75)-quarter units? Yes No
- 6. If you are a new Graduate student, and are maintaining Office after one year, have you taken Eight (8)-units per period of continuous attendance (while you were in office the prior year?)

Part VIII – Candidate Notification

Under the provisions of the Family Educational Rights and Privacy Act of 1974, and the State of Student Rights and Responsibilities of California State University, Los Angeles, my signature gives permission to the Registrar’s Office at California State University, Los Angeles to release the academic information listed on the Application to the A.S.I. Administrative Office and President. I hereby acknowledge that in order to be a candidate/nominee/appointee, or to hold any position within any Cal State L.A. auxiliary organization, I must undergo compliance and eligibility checks pursuant to the corporation Bylaws, Codes of Procedures, laws and policies of Cal State L.A. and the State of California. My signature gives permission to release academic information to Associated Students, Inc. regarding my G.P.A. and status as a “currently enrolled & continuing student” at Cal State L.A. I also understand that I will be compensated via a Grant-In-Aid Stipend (GIA Stipend). I agree that if, for any reason, I become ineligible to service in office, all work performed will be considered **voluntary**.

Signature: _____ Date: _____



