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## **ASI Cabinet Code**

**Author: Farris Hamza, President**

### **ARTICLE I – PURPOSE**

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**Section I – Establishment.** The ASI Cabinet has been established pursuant to the California Education Code, section 89300 and in accordance with the By-laws of the Associated Students Incorporated (ASI) of the California State Polytechnic University, Pomona (Cal Poly Pomona). As the executive branch of the Associated Students, Inc. – Cal Poly Pomona (ASI) it shall be governed by California State Law, the Articles of Incorporation, the By-laws, the Cabinet Code, and all pertinent legislation of ASI

**Section II – Function.** The ASI Cabinet shall advise and make recommendations to the ASI President on issues pertinent to students, within its designated role. ASI Cabinet members shall assist the ASI President and execute the goals and objectives of ASI, as delegated to them by the ASI President.

### **ARTICLE II – COMPOSITION**

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**Section I – Chair.** The ASI President, serving as the ASI Cabinet Chair, is responsible for:

- a) **Approval of the Minutes.** Approving the minutes if there are no corrections;
- b) **Maintaining Order.** Preserving the decorum of both members of the ASI Cabinet and of the galleries;
- c) **Questions of Order.** Establishing a speakers list for topics of discussion;
- d) **Form of a Question.** Restating the subject of a vote before a decision is made; and

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- e) **Declaration of Recess.** Suspending the business of the ASI Cabinet for a short time when there is a delay of information to be presented before the ASI Cabinet.

**Section II – Vice-Chair.** The ASI Vice President shall serve as the Vice-Chair and take on the duties of the Chair as listed in this ASI Cabinet Code if the Chair is not present for a regular meeting.

**Section III – Voting Members.** The ASI Cabinet shall be composed of the following student leaders: the ASI President, ASI Vice President, ASI Senator Pro-Tempore, ASI Attorney General, ASI Treasurer, ASI Secretary of Internal Affairs, ASI Secretary of Education, ASI Secretary of External Affairs, ASI Secretary of Programs and Services, ASI Secretary of Sustainability, ASI Officer of Civic Engagement, ASI Officer of Legislative Affairs, and ASI Officer of Basic Needs.

- a) Voting members of the ASI Cabinet cannot hold an elected or appointed position in an Academic or At-Large Council.

**Section IV – Liaisons.** The ASI Elections Chair, shall serve as liaisons to the ASI Cabinet.

**Section V – Advisors.** The ASI Executive Director, ASI Associate Director of Student Government, and University Advisor shall serve as advisors to the ASI Cabinet.

## ARTICLE III – MEETINGS

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**Section I – Regular Meetings.** ASI Cabinet meetings shall be closed, unless otherwise required by the ASI President. If the ASI President chooses to have open meetings, these will be in accordance with the Open Meeting Law.

- a) **Absences.** ASI Cabinet members shall notify the ASI President within a minimum of three (3) days before missing any regular scheduled meetings. The ASI President shall excuse absences on a case by case basis.
- b) **Structure.** Meetings shall be conducted according to the parliamentary procedure which is prescribed in Robert Rules of Order Newly Revised, subject to the limitations of the ASI By-Laws.
- c) **Guests.** ASI Cabinet members may invite guests to attend closed ASI Cabinet meetings with the prior approval of the ASI President.

**Section II – Minutes.** Minutes will be prepared for all meetings and, following approval of the respected body, shall be submitted to the ASI Associate Director of Student Government. ASI Associate Director of Student Government shall preserve all electronic files. Electronic files so delivered are the permanent property of the ASI Cabinet and remain subject to this rule and any order of the ASI Cabinet.

**Section II – Special Meetings.** Special meetings of the ASI Cabinet may only be called at the will of the ASI President. Notice of special meetings must be presented to each ASI Cabinet member no later than 24 hours before the special meeting is to convene.

**Section I – Reports.** All members of the ASI Cabinet are to provide an update in both a written and verbal format at every ASI Cabinet meeting, unless waived by the ASI President.

- a) **Written Reports.** Written reports will follow the formatted template set by the ASI Attorney General, and posted to the ASI shared folder before the meeting they are reported at. The reports shall contain the following information:
  1. Task list updates
  2. Additional project updates
  3. Campus meetings
  4. Concerns/Questions
    - i. It is the responsibility of the ASI President to read every report and address the concerns and questions to the best of their ability.
- b) **Verbal Reports.** The ASI President shall allocate time to members of the ASI Cabinet to provide their verbal reports. Verbal reports will be updates on subjects that are provided in the ASI Cabinet member’s written report. There shall be a time after every report for questions from other members.

#### ARTICLE V – GENERAL RESPONSIBILITIES

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**Section I – Roles and Responsibilities.** Members of the ASI Cabinet are responsible for:

- a) Serving a minimum of 4 office hours a week;
- b) Attending biweekly meetings with their ASI Advisor and monthly meetings with their University Advisors;
- c) Maintaining and updating any records of work activity to the ASI shared folder;
- d) Serving on a minimum of two (2) University Wide Committees unless waived by the ASI President in consultation with the ASI Executive Director;
- e) Carrying out all the duties as a member of both ASI and University-Wide Committees;
- f) Supervising Bronco Associated Student Experience members assigned under them; and
- g) Carrying out duties according to the ASI Student Government Policy Agenda

#### ARTICLE VI – SECRETARY RESPONSIBILITIES

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**Section I – ASI Secretary of Internal Affairs.** The ASI Secretary of Internal Affairs is the ASI Student Government’s organizer for issues affecting students on campus and assists the ASI President for matters pertaining to the ASI Cabinet. The ASI Secretary of Internal Affairs shall serve as the Chair of the ASI Inter-Council Committee and the primary liaison to the Office of Student Life and Cultural Centers.

- a) The ASI Secretary of Internal Affairs is responsible for:
  1. Taking on any duties as assigned to them by the ASI President;

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2. Assisting in a supporting role for members of the ASI Cabinet;
  - i. Providing the ASI Cabinet with assistance on the drafting of concepts before they are presented to the ASI President;
3. Undertaking any urgent task of unfilled ASI Secretary position or ASI Elections Chair until they are filled;
4. Facilitating any collective activity from the ASI Inter-Council Committee;
5. Conducting visits to the Academic and At-Large Councils to assess the overall needs of student organizations if requested by a member of the Council; and
6. Coordinating efforts on recruitment and retention of students for the ASI Bronco Associated Student Experience (BASE) Program;
  - i. Coordinating the appointment process of BASE members in coordination with the ASI President and ASI Executive Director (or designee); and
  - ii. Connecting members of the ASI Cabinet to BASE members who are interested in relevant projects they are working on.

**Section II – ASI Secretary of Education.** The ASI Secretary of Education is the ASI Student Government organizer for educational outreach. The ASI Secretary of Education shall serve as the Chair of the ASI Education Enhancement Board and as the primary liaison to the Academic Senate.

- a) The ASI Secretary of Education is responsible for:
  1. Serving as the student representative on the Academic Senate and the appropriate subcommittees;
    - i. All reports to the Academic Senate will be prepared in consultation with the ASI President;
  2. Coordinating with campus partners to host informative workshops regarding topics of educational initiatives;
  3. Collaborating with the University in search of new programs and grants for the purposes of educational benefit and student success;
    - i. Providing a termly update on available educational grants to apply for to the ASI Senate;
  4. Collaborating with student support services organizations and other related educational programs on expanding their reach and access to resources; and
  5. Coordinating with the Career Center to establish communications with external career development opportunities.

**Section III – ASI Secretary of External Affairs.** The ASI Secretary of External Affairs is the ASI Student Government’s organizer for legislative activity. The ASI Secretary of External shall serve as the Chair of the ASI Governmental Affairs Committee and as the primary liaison to the University’s Office of Governmental and External Affairs.

- a) The ASI Secretary of External Affairs is responsible for:
  1. Serving as the secondary representative to the Cal State Student Association (“CSSA”);
    - i. Serving as Cal Poly Pomona’s primary representative on the CSSA

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Legislative Affairs Committee;

ii. Handling travel-related clerical work;

2. Holding regular one-on-one meetings with the ASI Officers of the ASI Governmental Affairs Committee;
3. Coordinating and scheduling lobby visits with both University Office of Governmental and External Affairs and other post-secondary institutions on issues pertaining to Cal Poly Pomona and the CSU;
4. Creating reports and other related documentation pertaining to political topics related to Cal Poly Pomona, the CSU, and public higher education;
5. Developing informative public presentations regarding political topics pertaining to Cal Poly Pomona, the CSU, and public higher education; and
6. Attending political events relevant to Cal Poly Pomona including, but not limited to:
  - i. Local city council meetings;
  - ii. Representative sponsored events.

**Section IV – ASI Secretary of Programs and Services.** The ASI Secretary of Programs and Services is the student liaison to the programming departments of ASI for all facility developments and programmatic activity. The ASI Secretary of Programs and Services shall serve as the Chair to the Facilities and Operations Committee, as a non-voting liaison to the ASI Senate, and bring a student voice to University event planning.

a) The ASI Secretary of Programs and Services is responsible for:

1. Collaborating with ASI departments, councils, and student organizations to coordinate successful annual activity calendar;
2. Coordinating any Student Government events and activities;
3. Chairing a monthly ASI programming committee of student and professional staff with the charge to establish a well-rounded and diverse ASI program agenda
4. Serving as the representative for ASI facility development.

**Section V – ASI Secretary of Sustainability.** The ASI Secretary of Sustainability is ASI Student Government's organizer for holistic sustainable practices. The ASI Secretary of Sustainability shall serve as the Chair to the ASI Sustainability Committee, Chair to the Student Health Advisory Committee (SHAC), and as the primary liaison for campus sustainability efforts.

a) The ASI Secretary of Sustainability is responsible for:

1. Initiating and coordinating collaborations between ASI and other organizations and departments on campus who focus on comprehensive environmental enhancements;
2. Developing a list of concepts that improve ASI's sustainability and present it to the ASI Cabinet on a termly basis;
  - i. Taking action on any subject matter that the ASI Cabinet votes on as a priority for addressing;
3. Partnering with the University Sustainability Coordinator for the development of

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- projects that promote CPP's commitment to be carbon neutral;
4. Partnering with Parking and Transportation Services to assist in developing solutions to address transportation issues;
    - i. Serving on the Transportation Advisory Committee
    - ii. Coordinating to help expand or develop new programs
  5. Partnering with Student Health Services to promote healthy and sustainable ways of living; and
  6. Engaging with Cal Poly Pomona Foundation Dining Services to promote sustainable dining options and practices.

## ARTICLE VII – OFFICER RESPONSIBILITIES

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**Section I – ASI Officer of Civic Engagement.** The ASI Officer of Civic Engagement is the ASI Governmental Affairs Committee's coordinator for activities regarding voter engagement and communication. They shall work alongside the ASI Secretary of External Affairs to carry out any objectives set by the ASI President and the ASI Student Government Policy Agenda.

- a) The ASI Officer of Civic Engagement, in coordination with the ASI Secretary of External Affairs, is responsible for:
  1. Developing and maintaining a voter registration campaign;
  2. Organizing two voter registration drives per term;
  3. Communicating with on campus Cultural and Resource Centers regarding their needs as a supportive liaison; and
  4. Implementing any relevant projects as assigned by the ASI Governmental Affairs Committee.

**Section II – ASI Officer of Legislative Affairs.** The ASI Officer of Legislative Affairs is the ASI Governmental Affairs Committee's coordinator for legislative research. They shall work alongside the ASI Secretary of External Affairs to carry out any objectives set by the ASI President and the ASI Student Government Policy Agenda.

- a) The ASI Officer of Legislative Affairs, in coordination with the ASI Secretary of External Affairs, is responsible for:
  1. Promoting and informing the ASI Governmental Affairs Committee and the ASI Senate about relevant legislation to Cal Poly Pomona and the CSU;
  2. Support the ASI Governmental Affairs Committee in research regarding legislation and policy that affects the campus community; and
  3. Attending lobbying meetings.
  4. Implementing any relevant projects assigned by the ASI Governmental Affairs Committee.

**Section IV – ASI Officer of Basic Needs.** The ASI Officer of Basic Needs is the ASI Student Government's primary advocate for the development and implementation of basic needs initiatives for the current population. The ASI Secretary of Basic Needs shall be the primary liaison to the Basic Needs Care Coordinator.

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- a) The ASI Officer of Basic Needs, in coordination with the ASI Secretary of Sustainability, is responsible for:
  1. Conducting research and outreach to the student population regarding the issues around food insecurity;
  2. Conducting research regarding the subject of housing insecurity and work to apply solutions;
  3. Coordinating with campus health and wellness areas to improve their reach and accessibility;
    - i. Gathering student feedback on how ASI or Cal Poly Pomona can better provide resources; and
  4. Reaching out to on-campus and/or external organizations to provide additional methods of support;

## ARTICLE VIII – ELECTIONS CHAIR RESPONSIBILITIES

**Section I – ASI Elections Chair.** The ASI Elections Chair is the official conductor of the ASI Elections. The ASI Elections Chair shall serve as the Chair of the ASI Elections Committee.

- a) The ASI Elections Chair is responsible for:
  1. Determining the procedures for operation of all ASI elections;
    - i. Prepare any necessary documentation that candidates need to complete before the elections begin
  2. Having final approval of any candidate publicity materials and endorsement forms before they are made public during the ASI Elections;
    - i. Maintaining a private file on all submitted campaign publicity materials, and endorsement forms;
    - ii. Releasing the private file to the public domain following the posting of the elections results;
  3. Executing decisions, in consultation with the Elections Advisor, about all violations and/or issues to expedite and ensure a fair election;
    - i. Make and enforce minor rule additions dealing with day-to-day issues; and
  4. Coordinating with MDPR to publicize ASI elections.

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**FOR ASI USE ONLY:**  
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**Verified By:**  
Joshua Ebiner 04/19/2018  
Joshua Ebiner, ASI Attorney General Date

**Approved By:**  
Farris Hamza 04/19/2018  
Farris Hamza, ASI President Date