



## ASI Cabinet Code

### 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) Coordinating with the ASI Executive Director regarding periodic reports on pertinent issues and recommendations on matters under the ASI Cabinet’s jurisdiction;
- b) Reporting to the ASI Board of Directors all actions by the ASI Cabinet; and
- c) Scheduling meetings at their own discretion based on the availability of the ASI Cabinet voting members, liaisons, and advisors.

Policy Number: SB 2018-19:04

Effective Date: May 9, 2019

Revised Date: May 9, 2019

Supersedes: SB 2017-18:06

**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 Treasurer, ASI Attorney General, ASI Secretary of Internal Affairs, 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, ASI Officer of Basic Needs, ASI Officer of Transfer Engagement, and ASI Officer of Diversity and Inclusion.

- a) Voting members of the ASI Cabinet cannot hold any position with signature authority in an Academic or At-Large Council.

**Section IV – Liaisons.** The ASI Election Chair, shall serve as a liaison to the ASI Cabinet.

**Section V – Advisors.** The ASI Executive Director (or designee(s)), ASI Associate Director for 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 for Student Government. ASI Associate Director for 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 III – 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.

## **ARTICLE IV – REPORTS**

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**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.

## **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 monthly meetings with their ASI Mentor and University Advisor(s);
- 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 or designee(s);
- e) Carrying out all the duties as a member of both ASI and University-wide Committees;
- f) 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 on 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. Carrying out duties assigned by the ASI President;
  2. Assisting in a supporting role for members of the ASI Cabinet;
    - i. E.g., 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 Cabinet positions until they are filled;
  4. Holding regular one-on-one meetings with the ASI officer of Transfer Engagement and ASI Officer of Diversity and Inclusion;
  5. Facilitating any collective activity from the ASI Inter-Council Committee;
  6. 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
  7. 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 Vice President;

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- ii. Connecting members of ASI Student Government to BASE members who are interested in relevant projects they are working on;
8. Collaborating with student support organizations and other related educational programs on expanding their reach and access to resources; and
9. Coordinating with the Career Center to establish communications with external career development opportunities.

**Section II – 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 Legislative Affairs Committee;
  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.

**Section III – 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, 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. Assisting in the coordination of Student Government events and activities;
  3. Assessing ASI programs to meet our mission statement; and
  4. Serving as the representative for ASI program and facility development.

**Section IV – 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, 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;

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Revised Date: May 9, 2019

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2. Developing a list of concepts that improve ASI's sustainability and present it to the ASI Cabinet on a timely 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 projects that promote Cal Poly Pomona'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 (2) voter registration drives per term;
  3. 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 Board of Directors 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;
  3. Attending lobbying meetings; and
  4. Implementing any relevant projects assigned by the ASI Governmental Affairs Committee.

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**Section III – 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.

- 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 wellbeing areas to improve their reach and accessibility;
  4. Gathering student feedback on how ASI or Cal Poly Pomona can better provide resources; and
  5. Reaching out to on-campus and/or external organizations to provide additional methods of support.

**Section IV – ASI Officer of Transfer Engagement.** The ASI Officer of Transfer Engagement is the ASI Student Government lead advocate for transfer student engagement and outreach efforts. The ASI Officer of Transfer Engagement shall serve alongside the ASI Secretary of Internal Affairs to address the education initiatives across campus.

- a) The ASI Officer of Transfer Engagement, in coordination with the ASI Secretary of Internal Affairs, is responsible for:
  1. Coordinating with campus partners to look into the improvement of student education resources;
  2. Engaging with and improve the transfer experience through advocating for programming, services, and policies that are transfer student minded; and
  3. Assisting in the execution of the ASI BASE Program with a focus on retaining transfer students.

**Section V – ASI Officer of Diversity and Inclusion.** The ASI Officer of Diversity and Inclusion is the ASI Student Government lead advocate for inclusion and diversity outreach who strives to ensure all students feel welcome and diminish obstacles that impact learning outcomes. The ASI Officer of Diversity and Inclusion shall serve as the primary liaison to the Cal Poly Pomona cultural and resources centers, and any other student population designated by the ASI President or designee(s). The ASI Officer of Diversity and Inclusion shall serve alongside the ASI Secretary of Internal Affairs to address the education initiatives across campus.

- a) The ASI Officer of Diversity and Inclusion, in coordination with the ASI Secretary of Internal Affairs, is responsible for:
  1. Assessing student awareness and use of student resource centers promoting diversity;
  2. Advocating support for inclusive policies and practices at the ASI, University, State, and CSSA level related to diversity and equity; and

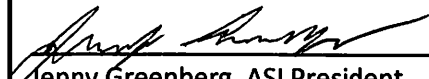
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3. Promoting and developing initiatives and programs that amplify traditionally underserved voices and advance social change.

## ARTICLE VIII – ELECTION CHAIR RESPONSIBILITIES

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

- a) The ASI Election Chair is responsible for:
  1. Determining the procedures for operation of all ASI Elections;
    - i. Prepare any necessary documentation 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
    - ii. Coordinating with MDPR to publicize ASI Elections.

<b>FOR ASI USE ONLY:</b>	
<b>ASI Senate Approval Date:</b> <u>May 9, 2019</u>	
<b>Verified By:</b>	
_____	_____
Vacant, ASI Attorney General	Date
<b>Approved By:</b>	
	<u>5/9/19</u>
Jenny Greenberg, ASI President	Date