ARTICLE I - PREAMBLE

A. **Purpose.** The ASI Cabinet shall serve as the Executive Branch of the Associated Students Incorporated, California State Polytechnic University, Pomona (ASI CPP). 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.

B. **Authorization.** ASI Cabinet members shall have all duties and powers as may be permitted by the ASI Articles of Incorporation, Bylaws and this ASI Cabinet Code. These shall be prescribed through ASI Board of Directors legislation and executed by the ASI President and ASI Executive Director, as appropriate.

C. **Compliance.** All actions taken by the ASI Cabinet and material in this Committee Code must comply with the ASI Articles of Incorporation and Bylaws; CSU and University Policies; the California Education Code; and the California Nonprofit Corporation’s Code.

ARTICLE II - COMPOSITION

**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.

**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.** Voting members of the ASI Cabinet cannot hold any position with signature authority in an Academic or At-Large Council, as defined by the ASI Bylaws. The ASI Cabinet shall be composed of the following student leaders:

A. ASI President, who shall serve as Chair

B. ASI Vice President, who shall serve as Vice-Chair

C. ASI Senate President Pro-Tempore (ASI Senator Pro-Tempore)
D. ASI Treasurer
E. ASI Attorney General
F. ASI Secretary of External Affairs
G. ASI Secretary of Basic Needs
H. ASI Officer of Sustainability and Transportation
  I. ASI Officer of Civic Engagement
J. ASI Officer of Legislative Affairs
K. ASI Officer of Transfer Engagement
L. ASI Officer of Diversity and Inclusion
M. ASI Officer of Technology
N. ASI Officer of Academic Affairs

Section IV - Liaisons (Non-Voting).
A. The ASI Election Chair, shall serve as a liaison to the ASI Cabinet.

Section V - Advisors (Non-Voting).
A. The ASI Executive Director or designee(s).
B. The ASI Associate Director for Student Government.
C. The University Advisor or designee(s).

ARTICLE III - MEETINGS

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 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 Bylaws.

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 twenty four (24) hours before the special meeting is to convene.
ARTICLE IV - QUORUM
Pursuant to ASI Bylaws, quorum is established when a majority of seated voting members are present.

ARTICLE V - REPORTS
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 VI - GENERAL RESPONSIBILITIES
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; and

f. Carrying out duties according to the ASI Student Government Policy Agenda.

ARTICLE VII - SECRETARY RESPONSIBILITIES
Section I - 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 II - ASI Secretary of Basic Needs. The ASI Secretary 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 serve as the chair of the ASI Basic Needs
Committee and be the primary liaison to the Integrated Care Network.

a. The ASI Secretary of Basic Needs, is responsible for:
   1. Exploring and informing the student population regarding the issues around food insecurity, housing, transportation, and financial insecurity
   2. Coordinating with internal and external stakeholders to improve the access to basic needs resources;
   3. Holding regular one-on-one meetings with the ASI Officers of the ASI Basic Needs Committee; and
   4. Gathering student feedback on how ASI and the University can better provide resources.

ARTICLE VIII - OFFICER RESPONSIBILITIES

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; and
   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.

Section III - 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 Officer of Internal Affairs to address the education initiatives across campus.

a. The ASI Officer of Transfer Engagement, in coordination with the ASI Officer 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 IV - 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 Officer 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 Officer 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
   3. Promoting and developing initiatives and programs that amplify traditionally under served voices and advance social change.

**Section V - ASI Officer of Internal Affairs.** The ASI Officer of Internal Affairs is the ASI Student Government's organizer for new projects and initiatives and assists the ASI President.

a. The ASI Officer 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;
   3. Undertaking any urgent task of unfilled ASI Cabinet positions until they are filled; and
   4. Overseeing the ASI Bronco Associated Student Experience (BASE) Program;

**Section VI - ASI Officer of Sustainability and Transportation.** The ASI Officer of Sustainability and Transportation is ASI Student Government's organizer for holistic sustainable practices. The ASI Officer of Sustainability shall serve as the primary liaison for campus sustainability efforts.

a. The ASI Officer of Sustainability and Transportation is responsible for:

   1. Initiating and coordinating collaborations between ASI and other organizations and departments on campus who focus on comprehensive environmental enhancements;
   2. Conducting a review of ASI's programs, services, and space to improve ASI's sustainability;
   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 sustainable solutions to address transportation issues; and
   5. Engaging with Cal Poly Pomona Foundation Dining Services to promote sustainable dining options and practices.

**Section VII - ASI Officer of Technology.** The ASI Officer of Technology is ASI Student Government’s lead advocate for student-friendly technology, including, but not limited to digital software, applications, websites, and social media platforms. The ASI Officer of Technology shall serve as the primary liaison between ASI Student Government and the University’s Division of Information Technology (IT) Administration along ASI Departments regarding technology matters.
A. The ASI Officer of Technology is responsible for:

1. Staying current on and review technology the University and ASI uses and plans to implement for students to ensure that safety, privacy, accessibility, and efficacy is a priority;
2. Researching new technology that the University and ASI could use to better enhance the student experience;
3. Serving on University and ASI Committees related to technology, including, but not limited to the University Technology Working Groups and ASI Technology Review Committee; and
4. Meeting with the University’s IT Administration to bring any concerns regarding Accessible Technology Initiative, Administrative Technology, Communication Technology, Data Governance, Information Security, Infrastructure Technology, and Instructional Technology.

Section VIII - ASI Officer of Academic Affairs. The ASI Officer of Academic Affairs is ASI Student Government’s lead advocate for all matters related to academic policy and classroom matters, advocating for an equitable, inclusive, and stimulating academic environment. The ASI Officer of Academic Affairs shall serve as the primary liaison between ASI Student Government and the University’s Division of Academic Affairs Administration.

A. The ASI Officer of Academic Affairs is responsible for:

1. Serving as the ASI representative on the University Academic Senate and other relevant University committees related to academic policy;
2. Ensuring that the student body is aware of changes to educational curriculum and policy; including but not limited to the addition and deletion of classes, impaction of majors, and the addition and deletion of majors and fields of emphasis;
3. Meeting with ASI Senators from each college to understand the issues students face in different fields and coordinate advocacy;
4. Partner with the University to work on efforts to increase graduation and retention rates; and
5. Coordinating with the Governmental Affairs team to spearhead advocacy related to educational policy within the CSU and the State of California.

ARTICLE IX - 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 and preparing 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, including:
   i. Maintaining a private file on all submitted campaign publicity materials, and endorsement forms; and
   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. including:
   i. Make and enforce minor rule additions dealing with day-to-day issues; and
   ii. Coordinating with MDPR to publicize ASI Elections.

ARTICLE X - AMENDMENTS

Any amendments to this Committee Code shall be reviewed by the ASI Rules and Policies Committee and approved by the ASI Board of Directors with a two-thirds (2/3) vote.

Supersedes

SB 2019-2020:12 – ASI Cabinet Code
SB 2018-2019:04 – Cabinet Code
SB 2012-2013:01 – Rules of the ASI Cabinet
SB 2008-2009:03 – Rules of the ASI Cabinet
SB 2005-2006:01 – Guidelines for Submitting Agenda Items to ASI Senate/Cabinet
SB 1998-1999:03 – Cabinet Rules

Approval

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<td><strong>ASI Board of Directors Approval Date:</strong> May 6, 2021</td>
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<tr>
<td><strong>Verified By:</strong> Matthew Jacobson, ASI Attorney General 05/06/2021</td>
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<td><strong>Approved By:</strong> Lucille Yu, ASI President 05/06/2021</td>
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Attachments

- SB 2020-2021.02 - Certification Form.pdf

Approval Signatures

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<td>Signed by ASI President</td>
<td>Lucille Yu [MJ]</td>
<td>May 10, 2021</td>
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<tr>
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<td>The Policy Owner Reviews An Existing Policy Based On The Next Review Date</td>
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Associated Students, Incorporated  
California State Polytechnic University, Pomona  
Certification Form

I, Matthew Jacobson, ASI Attorney General, do hereby certify that the attached is a full, true and correct copy of Senate Bill 2020-2021:02 – ASI Cabinet Code, adopted with a favorable majority vote of thirteen (13) ayes, zero (0) nays, and zero (0) abstentions by the ASI Board of Directors at their Regular Meeting on May 6, 2021.

Signature

ASI Attorney General

Title

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