

Student Government Letter of Understanding

- Purpose:** To conduct the affairs of the Associated Students, Incorporated (ASI) in the role of a Student Government Officer
- Term Requirements:** As defined in the ASI Bylaws¹
Fulfill specific expectations as defined in the ASI Bylaws, Senate Constitution², Administration Manual³, Code of Conduct, and Committee Codes
Attendance participation at bi-weekly meetings
Participation on appointed and/or delegated committees
- Responsible to:** President/CEO, Board Chair, Board of Directors, CSUEB Students
- Authority:** Specific authority to carry out roles as described in Bylaws, Senate Constitution, Administration Manual, and Committee Codes
May not obligate the Board of Directors, or parts thereof to any affiliation or action, without specific approval

Qualifications, Functions, Duties:

1. All Government Officials
 - a. Demonstrate interest in and support for the objectives of ASI.
 - b. Be respected in the campus community and in their position of influence
 - c. Communicate openly, directly, and respectfully with the staff, University, and other ASI Government Officers in any situation
 - d. Shall meet eligibility requirements of the position, as specified by the CSU Chancellor's Office's Minimum Qualifications For Student Office Holders⁴, and

¹ California State University, East Bay Associated Students, Incorporated. *Bylaws*. Retrieved from: <https://www.csueastbay.edu/asi/files/docs/asi-government/board-documents/by-laws.pdf>

² California State University, East Bay Associated Students, Incorporated. *Senate Constitution*. Retrieved from: <https://www.csueastbay.edu/asi/files/docs/asi-government/board-documents/senate-constitution.pdf>

³ California State University, East Bay Associated Students, Incorporated. *Administration Manual*. Retrieved from: <https://www.csueastbay.edu/asi/files/docs/asi-government/board-documents/administrative-manual-of-asi.pdf>

⁴ The California State University Office of the Chancellor. *Minimum Qualifications For Student Office Holders*. Retrieved from:



- shall report any discrepancies immediately to the ASI President/CEO and ASI Executive Vice President/Chief of Staff
- e. Represent ASI and act on behalf of California State University, East Bay students at all times
 - f. Uphold expectations, rules and responsibilities of the named position
 - g. Understand the time commitment for the named position
2. The Board of Directors
- a. Determines ASI strategic objectives and governing policies
 - b. Assures that plans and programs are developed and implemented to meet those goals and objectives
 - c. Plans for the long-range financial stability of ASI
 - d. Safeguards the ASI assets
 - e. Conducts the business of the Board of Directors in an effective and inclusive manner
 - f. Identifies, recruits, and supports future officers and committee members
3. The Executives
- a. Will schedule regular meetings with the ASI Executive Director
4. Members of the Student Government (i.e. Board of Directors and Senate)
- a. Attend scheduled ASI Board of Director and/Senate meetings within expectations set in the Bylaws, Senate Constitution, and Committee Codes
 - b. Maintain accessibility for all CSUEB students through weekly office hours, regular communication, and weekly tabling or in-person student interactions
 - c. Will attend one-on-ones with the ASI Executive Vice President/Chief of Staff, or Point of Contact
 - d. Will meet regularly with their assigned ASI Advisor and/or Point of Contact
 - e. Become as well informed as possible on all agenda items; reading/reviewing attachments before each meeting
 - f. Contribute information and relevant opinions based on experience and knowledge

<https://www.csueastbay.edu/asi/files/docs/asi-government/board-documents/csu-minimum-quals-for-student-office-holders.pdf>



- g. Perform standing or special assignments given by the Board of Directors and/or Senate
- h. Serve on assigned standing committees and/or university-wide committees
- i. Support the activities, priorities, presence of ASI by promoting, recruiting, and cultivating students to become involved members of their ASI

Approved On: Wednesday, March 25, 2020

ASI President/CEO does hereby [] approves / [] refuses to approve this Letter of Understanding.



Daisy Maxion
ASI President/CEO



Kabir Dhillon (Apr 21, 2020)

Kabir Dhillon
ASI Executive Vice President/Chief of Staff

Approved by: ASI Board of Directors 2019-2020

I have received, read, and understand the Qualifications, Functions, and Duties of an ASI Student Government Officer.

ASI Government Officer

Date

ASI President/CEO

Date

ASI Executive Vice President/Chief of Staff

Date

Disclaimer: This Letter of Understanding is meant to summarize expectations and responsibilities of ASI Student Government Officers, and does not replace the overriding responsibilities identified in the ASI Bylaws, Senate Constitution, Administrative Manual, Code of Conduct and/or any other governing ASI documents. Please refer to, understand and clarify as needed in the ASI Bylaws.

Revised On: Wednesday, March 25, 2020

