

**ASSOCIATED STUDENTS, INCORPORATED
California State University, San Bernardino**

Lobby Corp Policy and Procedures

Approved and adopted by the ASI Board of Directors

Per BD 04-17 January 24, 2017

- Purpose:* The purpose of this policy is to establish the ASI Lobby Corps as a regular committee to serve as the advocacy branch of the Associated Students, Incorporated (ASI) as well as the procedures necessary for the committee to perform its function.
- Scope:* This policy applies to all ASI personnel, and to all individuals and campus entities interested in lobbying State entities through ASI.
- Mission:* The mission of the ASI Lobby Corps of California State University San Bernardino (CSUSB) is to provide the means necessary to affect public policy on matters impacting higher education by lobbying to appropriate local and state officials.
1. This code may be amended by a majority vote of the present ASI Board of Directors (BoD).
 2. Selection and Appointment Procedures.
 - A. The ASI Director of External Affairs will chair the ASI Lobby Corps.
 - B. The ASI Director of External Affairs shall nominate a minimum of six (6) students to serve as voting members on the ASI Lobby Corps.
 - C. The students must meet the minimum GPA requirement described in the current ASI Grade Policy and Procedures.
 1. In the case a prospective appointee does not meet the GPA requirements as described due to the start of a new academic program, appointees may be considered based on previous academic performance through providing most recent official transcripts and/or requirements set forth as part of admission to respective academic program.
 - D. Appointment of members must adhere to the following procedure:
 1. Potential members must fill out the Lobby Corps Application.
 2. The interview committee will select qualified candidates for interviews.
 3. The interview committee will submit nominations to the BoD for appointment.
 4. The interview committee shall consist of, at minimum; the Director of External Affairs, one executive officer, a member of the professional staff, and one BoD member.

- E. Membership for the ASI Lobby Corps must be filled immediately upon the appointment of the succeeding Director of Ext shall be (1) academic year; ending on the last day of regularly scheduled spring classes. The preceding members shall start their appointment by June 30th and end upon resignation or June 30th of the following year. Exception for late addition of membership is permitted, but shall end on the last day of regularly scheduled spring classes or resignation.

3. Membership & Privileges

A student enrolled at Cal State University, San Bernardino (CSUSB) has the privilege to be a part of ASI Lobby Corps upon meeting said requirements.

Lobby Corp Committee includes the following:

1. External Affairs Director (Chair) (votes only in case of a tie)
2. A minimum of 6 Student appointed representatives (voting members)
3. ASI President or designee (ex-officio, non-voting)
4. Lobby Corps student at large representatives.

Privileges of all voting members of the Lobby Corps are entitled to:

1. The right, if eligible, to attend leadership conferences including but not limited to California Higher Education Student Summit (CHESS), and California State University Board of Trustees meetings.
2. California State Student Association (CSSA) plenary meetings and events upon approval by the ASI Finance Committee and ASI BOD.

4. Officers and Duties

A. Chairperson

1. Shall be the CSSA representative to the CSSA Legislative Affairs Committee.
2. Chair the ASI Lobby Corps meetings.
3. Shall be responsible for the preparation of documents needed for meetings, including, but not limited to, legislator information.
4. Shall present a list of issues and positions to the ASI BoD to take a position on.
5. Shall be the official representative of the ASI Lobby Corps in establishing relations with other institutions in regard to legislative student issues.
6. Shall produce a comprehensive monthly update to be presented to the ASI BoD. This report should detail activities undertaken by the ASI Lobby Corps of CSUSB as well as contact information. Detailed records of how these were accomplished will be kept.
7. Shall hold and maintain no less than five (5) office hours weekly.
8. Shall be responsible for submission of data to the Special Projects Coordinator as it relates to effectiveness and usefulness of training seminars, leadership conferences, CSSA, etc.

9. Shall be the point person for districts within and around CSUSB and maintaining relations with the legislator and his/her office.
10. Shall serve on a minimum of one CSUSB ASI represented campus wide committee.

B. Vice Chair.

1. Shall be elected from present membership of ASI Lobby Corps of CSUSB.
2. Shall be a voting member of the ASI Lobby Corps of CSUSB.
3. Shall take record of meeting developments and transcribe them into minutes.
4. Shall perform duties as assigned by the ASI Lobby Corps Chair.
5. Should the Chair resign or be removed, the Vice Chair shall assume the duties of the Chair until the ASI President can nominate a new chair for BoD appointment. The Vice Chair shall assist in the BOD re-hiring appointment process to represent the interests and needs of Lobby Corps.

C. Director of Finance

1. Shall be elected from the present membership of ASI Lobby Corps of CSUSB.
2. Shall be a voting member of the ASI Lobby Corps of CSUSB.
3. Reports to ASI Director of External Affairs and Lobby Corps members.
4. Assists in overseeing all financial operations and direct financial planning and structure.
5. Coordinate, analyze and report the financial performance to Board of Directors (financial performance, projections and other special projects as required).
6. Prepare short and long-term financial forecasts of financial performance for use with internal management and external parties.
7. Responsible for managing and planning activities to assist with funding if needed.
8. Serve as an ex officio member on the ASI Finance Committee when necessary.
9. Should the Director of Finance resign or be removed, the position shall remain vacant until filled by an election from present membership of ASI Lobby Corps of CSUSB.

D. Communications Officer

1. Shall be elected from present membership of ASI Lobby Corps of CSUSB.
2. Shall be a voting member of the ASI Lobby Corps of CSUSB.
3. Reports upcoming events and activities to ASI Director of External Affairs and Lobby Corps members.
4. Shall act to strengthen relationships between the ASI Lobby Corps of CSUSB, the student body, other CSUSB departments and organizations, and the greater community.
5. Shall be responsible for the development and maintenance of an ASI Lobby Corps website under the direction and supervision of the ASI Lobby Corps Chair, ASI Graphics Department, and ASI Student Marketing Coordinator.
6. Shall meet with ASI Student Marketing Coordinator to report updates on Lobby

Corps events and activity schedule at least twice a month.

7. Shall develop and maintain a social media presence on relevant platforms to promote positive public relations for the ASI Lobby Corps of CSUSB and inspire involvement by the student body, other CSUSB departments and organizations, and the greater community.
8. Should the Communications Officer resign or be removed, the position shall remain vacant until filled by an election from present membership of ASI Lobby Corps of CSUSB.

E. Lobby Corps members.

1. Shall assist in organizing lobbying trips to the State Capitol and district offices.
2. Shall assist in organizing and participating in letter writing campaigns and phone banks (e-mail and faxes).
3. Shall attend scheduled Lobby Corps meetings on a regular basis.
4. Shall be helpful in planning and coordinating legislative visits as directed by the Director of External Affairs.
5. Shall execute satisfactory completion of assignments delegated to a member by the Director of External Affairs.
6. Shall serve on a minimum of one CSUSB ASI represented campus wide committee.

5. Committee Responsibilities.

1. Shall establish no less than two (2) meetings per month on a day and at a time designated by a majority vote of the Lobby Corps Committee.
2. The Director of External Affairs shall arrange meetings of the ASI Lobby Corps of CSUSB. Extra meetings may be called by the Chair.
3. Shall carry out actions on matters as directed by the ASI BoD.
4. Each Lobby Corp appointed member shall have one (1) vote with the exception of the Chair, who shall only vote to make a difference.
5. Lobby Corps members shall represent the interests of the students of the CSUSB Campus.
6. Sponsor at least (1) activity during their 1 year term.
7. Develop and maintain communication with faculty and staff in his/her department or area.

6. Meetings.

1. Meetings shall be conducted in accordance with Article IX of the ASI Bylaws.
2. Quorum will be determined in accordance with Article IX, Section 6 of the ASI Bylaws.
 - a. A quorum is considered to be half plus one, ($1/2 + 1$) members present of the entire number of Lobby Corps Positions filled.

7. Removal of ASI Lobby Corps Members

Any ASI Lobby Corps Member can be removed for any of the following reasons:

1. Having three (3) absences from Lobby Corps meetings per quarter.
2. Failure of the Lobby Corps member to uphold their Constitutional duties.

3. Being placed on social probation by the Office of Student Conduct and Ethical Development.
 4. Failure to maintain minimum GPA requirements as outlined in the policy.
8. Resignation.
1. Resignations will be submitted in writing to the Chair of the ASI Lobby Corps. Involuntary resignations will be handled in accordance with Article IX, Section 11 of the ASI Bylaws.
 2. If any Lobby Corps member resigns or is removed from office, they are not eligible for appointment for the remainder of the current academic year.
 - a. If removed upon special circumstances, such as in the case of a serious emergency (i.e.: serious illness) students will be allowed to reapply in the following quarter with approval from the Director of External Affairs.