

INITIAL REVIEW COMMITTEE (IRC) CODE

I. NAME

This document shall be called the Initial Review Committee (IRC) Code.

II. AUTHORITY

This Committee shall be established by the authority given in Article IX, Section 1.a.3 of the Restated Bylaws of the Associated Students (AS) of California State University, Chico (CSUC).

III. PURPOSE

The purpose of this code is to define the membership, authority and operating procedures of the IRC.

IV. DATE OF EFFECTIVENESS

This code shall be effective upon approval of the Government Affairs Committee (GAC) and the Board of Directors (BOD).

V. AMENDMENTS

This code may be amended by a 2/3 vote of the IRC with the approval of the GAC and reported to the BOD.

VI. MEMBERSHIP

- A. Voting Membership: Three (3)
 - 1. AS President, representing the BOD.
 - 2. AS Executive Vice President, representing the GAC.
 - 3. AS Director of University Affairs, representing the Student Academic Senate.
- B. Non-Voting Membership: Two (2)
 - 1. Director, AS Programs and Government Affairs.
 - 2. Assistant Director, AS Programs and Government Affairs.
- C. Officers
 - 1. Chair
 - a) Shall be the AS Executive Vice President.
 - b) Shall preside over all meetings of the IRC.
 - c) Shall submit a report to the GAC at least once a month.
 - 2. Vice Chair
 - a) Shall be the AS President.
 - b) Shall act as Chair in the absence of the Chair.

VII. MEETINGS

- A. The IRC is to be an active Committee, meeting at least once a month during the regular academic year.
- B. A quorum shall consist of more than half of the full voting membership.

VIII. DUTIES AND RESPONSIBILITIES

The IRC shall be responsible for:

- A. Reviewing and updating the policies and procedures pertaining to the selection of AS committee and council members relevant to the GAC.
- B. Overseeing the selection of AS committee and council members relevant to the GAC, by the elected officers to ensure no conflicts of interest or unfair treatment arise.
- C. Reviewing and updating AS policies, codes, and duties relevant to the GAC to ensure they remain current.
- D. Reviewing AS policies, codes, or duties relevant to the GAC that are being revised to ensure that the language used is updated across other policies, duties, and codes relevant to the GAC.
- E. Reviewing periodic Activity Fee Capital Expenditure Requests and making recommendations to the GAC for final approval.

Approved GAC: 2/16/17
Revisions Approved GAC: 3/2/17
Approved BOD: 3/8/17
Revisions Approved GAC: 1/29/18
Revisions Reported to BOD: 2/7/18