

## DUTIES FOR THE ASSOCIATED STUDENTS EXECUTIVE VICE PRESIDENT

### I. NAME

This document shall be called Duties for the Associated Students Executive Vice President.

### II. AUTHORITY

These duties shall be established by the authority given in Article VIII, Section 2 of the Restated Bylaws of the Associated Students (AS) of California State University, Chico (CSUC).

### III. PURPOSE

The purpose of these duties is to define the role and responsibilities of the AS Executive Vice President.

### IV. DATE OF EFFECTIVENESS

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

### V. AMENDMENTS

These duties may be amended by the AS Executive Vice President with approval of the GAC and the BOD.

### VI. TERM OF OFFICE AND ATTENDANCE

- A. Term of office shall be consistent with elected representatives as outlined in Article VIII, Section 4 of the Restated Bylaws of the AS of CSUC.
- B. Attendance shall be governed by the Attendance Policy for Elected Representatives.

### VII. DUTIES AND RESPONSIBILITIES

- A. Shall be a voting member of the BOD, shall chair the GAC and represent that committee to the BOD.
- B. Shall chair the Instructionally Related Activities (IRA) Advisory Board and be responsible for representing the interests of students involved in IRA.
- C. Shall be a voting member of the GAC, but voting only in case of a tie.
- D. Shall be a voting member of the Initial Review Board (IRB).
- E. Shall be a voting member of the Campus Fee Advisory Committee (CFAC).
- F. Shall serve as voting secretary of the BOD and shall attend to the following:  
A book of minutes of all meetings and actions of Directors with the time and the place of holding, whether regular or special, and, if special, how authorized, the notice given, the names of those present at such meetings, the number of members present or represented at members' meetings, and the proceedings of such meetings.
- G. Shall be an ex-officio member of all sub-units of the GAC.
- H. Shall appoint members to boards, committees, or councils under the direct jurisdiction of the GAC except where otherwise provided. Appointments are subject to approval of the GAC by a simple majority.

- I. Shall assume all duties, powers and responsibilities of the AS President in the absence of the President.
- J. Shall assist the AS President in all functions of that office.
- K. Shall aid in the coordination of orientation events for in-coming officers.
- L. Shall oversee the annual AS program reviews.
- M. Shall be responsible for maintaining a liaison with the GAC appointments to the Associated Students Businesses Committee (ASBC), Bell Memorial Union Committee (BMUC), and councils, in accordance with the duties of the GAC appointments.
- N. Shall serve as the Chief Budget Officer for Activity Fee funded programs.
- O. Shall submit monthly financial reports to the GAC and the BOD.

Approved GAC: 2-20-91  
Approved BOD: 3-5-91  
Revision Approved GAC: 2/17/99  
Revision Approved BOD: 2/19/99  
Revision Approved GAC: 3/3/99  
Revision Approved BOD: 4/9/99  
Revision Approved GAC: 8/29/00  
Revision Approved BOD: 9/11/00  
Revision Approved GAC: 5/6/03  
Revision Approved BOD: 5/23/03  
Revision Approved GAC: 2/19/07  
Revision Approved BOD: 2/28/07  
Revisions Approved GAC: 4/28/15  
Revisions Approved BOD: 5/4/15  
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