

ASSOCIATED STUDENTS APPOINTMENT POLICY

I. NAME

This document shall be called the Associated Students Appointment Policy.

II. PURPOSE

This policy is, and will be effective in order to involve as many students as possible in the shared governance of the Associated Students (AS) and California State University, Chico (CSUC).

III. DATE OF EFFECTIVENESS

This policy shall be effective upon approval of the AS Board of Directors (BOD).

IV. AMENDMENTS

This policy may be amended by a 2/3 vote of the BOD.

V. APPOINTMENTS – COMMITTEE AND COUNCIL

A. Committee and Council Appointments

1. All vacancies for appointments shall be publicly announced and advertised no later than the beginning of each semester for a minimum of two (2) school weeks, unless circumstances preclude this.
2. Appointments to AS committees and councils shall be made as outlined in each of the committee and council codes. In the case of a vacancy of an elected officer, appointments from that position will be made by the Executive Vice President or President.
3. Part-time or full-time AS career employees shall not be appointed to the standing committees (AS Businesses Committee, AS Facilities Committee and the Government Affairs Committee).
4. When originally appointing members or filling vacancies throughout the year, preference will be given to non-appointed applicants in the applicant pool before double-appointing.
5. Applications will remain on file for one academic year.
6. Minimum GPA requirement of 2.0 for the previous semester, enrolled in 6 units for undergraduates, enrolled in 4 units for graduates. First semester freshmen shall achieve a 2.0 GPA for the fall semester. Verification will be done after census.
7. Appointments to University Committees shall be facilitated through the AS President in accordance with the procedures set forth by the Academic Senate and Staff Council. The AS President is responsible to facilitate University Committee appointments through consultation with the Executive Vice President and the Director of University Affairs.
8. In the case that a vacancy occurs after the beginning of a semester the original appointer should appoint someone new either from the pool of original applicants or a new applicant pool, following the above guidelines.
9. If the individual responsible for making an appointment fails to make appointments in due time, the AS President shall make the appointment.

10. All appointees shall be approved by the appropriate standing committee and reported to the BOD.
 11. When appointing students to AS and University Committees, all officers shall make every effort possible to ensure that equity (including, but not limited to race/color, religion, national origin/ancestry, sex, age, marital status, disability/medical condition, veteran status, pregnancy, sexual orientation, and Union activity) is reflected in their appointment practices.
- B. Term of Office
1. Shall hold office for the term designated upon their approval by the BOD and continuing throughout the spring semester.
- C. Responsibilities of Appointees
1. Appointees must attend all regular and special meetings unless excused therefrom. It shall be the responsibility of the appointee to notify the chair, or staff assigned to the committee, council or Student Academic Senate on which they serve on at least 24 hours advance notice of intended absence, unless the need for such absence arose less than 24 hours before the meeting, in which event it will be provided immediately upon learning of the need.
 - a. Any absence without notification will be deemed to be unexcused after 24 hours from adjournment of the meeting.
 2. If an appointee has three (3) unexcused absences during their term they can be removed either by a majority vote of their AS committee or council, or by the BOD.
 3. Appointees to University committees are responsible for bringing back to the AS President or Executive Vice President any information which is pertinent to the student body.
 4. Appointees to University committees may be required to submit monthly reports.
 5. Appointees must continue to be regularly enrolled students at CSUC.

VI. APPOINTMENTS – ELECTED POSITION REPLACEMENTS

- A. Appointment of Replacement for Elected Positions
1. Appointments to fill a vacant Elected position will be made according to the Restated Bylaws of Associated Students of California State University, Chico.
 2. With the exception of the AS President, all positions will be filled as follows:
 - a. Board positions will be appointed by a panel selected by the AS President, with the appointee approved by the BOD.
 - b. Commissioner positions will be appointed by a panel selected by the AS Executive Vice President, with the appointee approved by the Government Affairs Committee (GAC) and reported to the BOD.
 - c. Senator positions will be appointed by a panel selected by the Director of University Affairs, with the appointee approved by the GAC and reported to the BOD.
 3. Position will be publicly announced and applications available for two (2) weeks.
 - a. The application period may be extended for a minimum of one (1) week if less than two (2) applications from eligible candidates are received for an open position by the original deadline.

4. All candidates must meet the requirements for elected positions.
- B. Term of Office and Attendance
 1. A student appointed to fill a vacant elected position will be required to adhere to the Attendance Policy for Elected Representatives.
- C. Responsibilities
 1. A student appointed to fill a vacant elected position will have all responsibilities of the elected position as outlined in their duties and codes.

Approved by BOD: 3/4/97
Revisions Approved BOD: 4/22/02
Revisions Approved BOD: 3/9/12
Revisions Approved BOD: 10/21/13
Revisions Approved BOD: 4/13/16
Revisions Approved BOD: 11/29/17
Revisions Approved BOD: 4/30/21
Revisions Approved BOD: 2/16/22
Revisions Approved BOD: 9/11/23