

## GOVERNMENT AFFAIRS COMMITTEE (GAC) CODE

### I. NAME

This document shall be called the Government Affairs Committee (GAC) Code.

### II. AUTHORITY

This code is established under the authority given in Article IX, Section 1.a. 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 GAC.

### IV. DATE OF EFFECTIVENESS

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

### V. AMENDMENTS

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

### VI. MEMBERSHIP

#### A. Voting Membership: Eight (8)

1. Executive Vice President (votes only in case of a tie).
2. President.
3. Director of Social Justice and Equity.
4. Director of Academic Affairs.
5. Commissioner of Community Affairs.
6. Commissioner of Sustainability Affairs.
7. Commissioner of Legislative Affairs.
8. Commissioner of Student Engagement and Advocacy.

#### B. Non-Voting Membership: Five (5)

1. CSUC Vice President for Student Affairs.
2. University Student Life and Leadership Representative (designated by the CSUC President).
3. University Academic Affairs Office Representative (designated by the CSUC President).
4. CSUC Alumni Association Representative (designated by the CSUC Alumni Association).
5. University Office of Diversity and Inclusion Representative.

#### C. Staff

1. Director, Government Affairs.

#### D. Term of Office

1. The University Student Life and Leadership, Academic Affairs, Alumni Association, and Office of Diversity and Inclusion representatives each shall be appointed in April of even-numbered years and shall serve for two years.

#### E. Rules for Voting Members

1. Attendance shall be governed by the Attendance and Office Hours Policy for Elected Representatives.

### VII. Officers

- A. Chair
  - 1. Shall be the AS Executive Vice President.
  - 2. Shall vote only in the case of a tie.
  - 3. Shall preside over all regularly scheduled and special GAC meetings.
- B. Vice-Chair
  - 1. Shall be the AS President.
  - 2. Shall take the place of the Chair in their absence or when required by Robert's Rules of Order, Newly Revised.
  - 3. Shall aid the Chair in performing their duties.

### VIII. MEETING PROCEDURES

- A. GAC is to meet at least once each month during the academic year.
- B. The Chair shall set aside and publish a regular meeting time and location at the beginning of each academic year.
- C. Meetings shall occur on Wednesdays at 2:30 p.m. – 4 p.m. Exception may be made to the meeting day and time in the event of an academic related conflict related to an officer's anticipated graduation date.
- D. GAC meetings shall be publicly announced and open as stated in the Gloria Romero Open Meeting Act, and shall be conducted according to Robert's Rules of Order, Newly Revised.
- E. GAC may hold Closed Session in accordance with the Gloria Romero Open Meeting Act.
- F. Agenda items for the formal business sessions of the GAC shall be presented to the Chair. Agendas will be distributed to each member no later than seventy-two (72) hours in advance of the meeting.
- G. A quorum shall consist of 50% plus one of the voting members.
- H. Actions and Reports from Sub Councils of the GAC.
  - 1. When reports are presented, the GAC will approve or disapprove the same report by a majority vote.
  - 2. Council reports shall be presented by appropriate members at a regularly scheduled meeting of the GAC.
- I. Establishment of Sub-Committees of GAC and Reporting Procedures
  - 1. Sub-committees may be established pursuant to Article IX, Section 1.a. (4) of the Restated Bylaws of the AS of CSUC.
  - 2. Reporting Procedure – Sub-committee reports are presented to the GAC who will approve or disapprove the same report by a majority vote.

### IX. DUTIES AND RESPONSIBILITIES OF THE GAC

The GAC shall be responsible for:

- A. Approving, allocating and reviewing the Activity Fee budget.
- B. Establishing regulations compatible with the constitutional laws herein and establishing and supervising AS elections.
- C. Establishing regulations governing social and educational jurisdiction of the AS.
- D. Approving the annual GAC Strategic Plan.
- E. Guaranteeing adherence to the Budget Process Policy.

Approved GAC:	11/10/95	Revisions Approved BOD:	10/4/17
Approved BOD:	12/1/95	Clean-up Changes:	3/14/19
Revisions Approved GAC:	4/30/02	Revisions Approved GAC:	3/9/20
Revisions Approved BOD:	5/6/02	Revisions Approved BOD:	4/24/20
Revisions Approved GAC:	9/8/08	Revisions Approved GAC:	12/2/20
Revisions Approved BOD:	9/30/08		
Revisions Approved GAC:	9/11/17		

Revisions Approved BOD: 12/9/20  
(effective beginning the 2021-22 elected  
officer term)

Clean-up Changes: 10/20/22

Clean-up Changes: Summer 2023