

## LEGAL COUNSEL POLICY

### I. NAME

This document shall be called the Legal Counsel Policy.

### II. PURPOSE

This policy is, and will be in effect, to establish the guidelines for consultation with Associated Students (AS) Corporate legal counsel.

### 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 simple majority vote of the AS BOD.

### V. GUIDELINES

- A. Section 13.1.1 of the Manual of Policies and Procedures of Auxiliary Organizations of the California State University states: "Each auxiliary organization is required to have the advice and counsel of an attorney (admitted to practice law in the State of California) and a licensed certified public accountant. These individuals are to be formally appointed by the auxiliary organization's governing board and are to be available on an on-call basis to respond to concerns of the management or governing board."
- B. Excluding Section C of this policy, no contact with AS corporate counsel may be made by any AS career employee, elected officer, or volunteer without the review and express approval of the Executive Director except as detailed in V.B.2. below.
  - 1. Individuals wishing to contact AS corporate counsel must be able to provide the reason for contact and identify the funding source for such contact, and report back to the Executive Director who reports to the BOD.
  - 2. In the Executive Director's absence, the AS President is to be designated with this responsibility.
- C. Notwithstanding the foregoing, the AS President may consult with AS corporate counsel with respect to the business and affairs of the corporation as often as they deem reasonably necessary in order to fulfill their duties as AS President. The AS President may give written authorization to other executives to consult with counsel as necessary.
  - 1. Executives wishing to contact AS corporate counsel must be able to provide the reason for contact and identify the funding source for such contact, and report to the BOD chair, who will then report to the BOD.

Approved BOD:	12/14/90
Revision Approved BOD:	5/8/98
Clean-up Changes:	Summer 1999
Revisions Approved BOD:	4/22/02
Clean-up Changes:	Spring 2018