

## ASSOCIATED STUDENTS BUSINESSES COMMITTEE CODE

### I. NAME

This document shall be called the Associated Students Businesses Committee (ASBC) Code.

### II. AUTHORITY

This code is established under the authority given in Article IX, Section 1.b. 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 ASBC.

### IV. DATE OF EFFECTIVENESS

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

### V. AMENDMENTS

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

### VI. MEMBERSHIP

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

##### 1. Four (4) students

- a) AS Vice President of Business and Finance.
- b) One (1) jointly appointed by the AS Vice President of Business and Finance, and the AS Vice President of Facilities and Services, serving on both the ASBC and the Bell Memorial Union Committee (BMUC).
- c) One declared business major appointed by the Executives.
- d) One recommended declared business major appointed by the Government Affairs Committee (GAC).

##### 2. Four (4) non-students

- a) University Vice President for Business and Finance, or designee.
- b) University President's designee.
- c) University President appointment (recommended business background).
- d) Faculty member or University staff selected jointly by the Executives and the University President.

#### B. AS Staff to the ASBC

1. AS Executive Director.
2. AS Dining Services Director.
3. AS Financial Services Director.

#### C. Officers

##### 1. Chair

- a) Shall be the AS Vice President of Business and Finance.
- b) Shall preside over all meetings of the Committee.
- c) Shall ensure the preparation of the agenda and the posting of the minutes.

- d) Shall report to the BOD following each formal business session.
- 2. Vice Chair
  - a) Shall be the University Vice President for Business and Finance or their designee.
  - b) Shall take the place of the Chair in their absence or when required by Robert's Rules of Order, Newly Revised.
  - c) Shall aid the Chair in their duties and responsibilities.
- D. Term of Office
  - 1. The student voting members with the exception of the elected chair will hold a term of office commencing on the date they are approved by BOD and ending on the last day of the spring semester.
  - 2. The Faculty or Staff Representative and the University President's Representative shall be appointed on even-numbered years. These appointments shall be for two (2) years.
  - 3. There shall be no limit on the number of consecutive terms of office that may be held by the members of ASBC.
- E. Rules for Non-elected Voting Members
  - 1. Student appointees must adhere to the AS Appointment Policy.

## VII. MEETING PROCEDURES

- A. ASBC 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. ASBC 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.
- D. ASBC may hold Closed Session in accordance with the Gloria Romero Open Meeting Act.
- E. Agenda items 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.
- F. A quorum shall consist of five (5) of the eight (8) voting members.
- G. All actions taken by the ASBC shall stand unless overturned by 2/3 + 1 vote of the BOD.
- H. Proxies shall not be allowed.

## VIII. DUTIES AND RESPONSIBILITIES

The ASBC shall be responsible for:

- A. Setting broad policies and procedures needed for the successful operation of the businesses.
- B. Ensuring its policies are being properly carried out.
- C. Providing input to management responsible for conduct of the commercial auxiliary operations.
- D. Approving the annual ASBC Strategic Plan.
- E. Ensuring the vision and values of the ASBC are carried out in the Strategic Plan.
- F. Reviewing and approving the annual Dining Services budget.
- G. Reviewing monthly financial statements from Follett.
- H. Periodically reviewing allocation of student scholarships from Follett agreement.
- I. Reviewing the AS Annual Report.
- J. Annually reviewing benchmarking surveys for Dining Services, as available.

- K. Reviewing and approving Business Plans (including marketing) for Dining Services.
- L. Semi-annually reviewing, monitoring and approving short and long-range strategy and one-year operating plan.
- M. Reviewing monthly financial statements and making necessary comments and recommendations.
- N. Reviewing all audit findings related to the businesses.
- O. Providing input to the Executive Director for the annual evaluation of the Dining Services Director.

Approved WEC:	10/31/95
Approved BOD:	11/3/95
Revision Approved ASBC:	11/16/98
Approved BOD:	12/11/98
Revision Approved ASBC:	2/12/99
Reported to BOD:	2/19/99
Clean-up Changes:	Summer 1999
Revisions Approved ASBC:	4/24/02
Revisions Approved BOD:	5/13/02
Revisions Approved ASBC:	9/24/07
Revisions Approved BOD:	10/17/07
Revisions Approved ASBC:	11/17/08
Revisions Approved BOD:	11/18/08
Revisions Approved ASBC:	5/11/12
Reported to BOD:	5/11/12
Revisions Approved ASBC:	12/3/14
Reported to BOD:	12/9/14
Revisions Approved ASBC:	10/23/17
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