

# ASI POLICY MANUAL

Revised July 31, 2020



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# ASI Student Government New Projects and Initiatives Policy

NEW/REVISED POLICY: Revised April 13, 2016

Effective Date: May 19, 2010

## BACKGROUND AND PURPOSE

The ASI Policy, "ASI Student Government New Projects and Initiatives Policy", was created to ensure the responsible use of ASI resources in undertaking all projects and initiatives, and to provide oversight for any partnerships that the organization may enter into for a period extending beyond the academic year the partnership was established. This policy will apply to all members and branches of ASI Student Government.

## DEFINITIONS

**Partnership:** Partnership shall be defined as any agreement in which ASI jointly commits any level of funds or services with an outside individual or entity, engages in a joint initiative, or any other arrangement requiring the use of the ASI brand or logo for marketing, branding, or as an indication of support.

**Initiative:** Committing to a partnership, project, or initiative shall be defined as the allocation of any form of funding or resources beyond basic expenses associated with determining initiative feasibility.

## POLICY

All ASI Student Government partnerships and initiatives must be pre-approved by the ASI Student Government Officer Team and the ASI Executive Director prior to commencing.

Any ASI Student Government initiative or partnership containing any of the following criteria requires approval by the ASI Student Government Officer Team, the ASI Executive Director, and a majority vote of the ASI Board of Directors:

- Cost of the proposed initiative exceeds \$6,000
- Commitment of ASI to any partnership which exceeds the academic year in which the partnership is created

The ASI Student Government Officer Team reserves the right to refer any proposed partnership or initiative to the ASI Board of Directors for approval.

The threshold cost of proposed initiatives will be reviewed and approved annually by the ASI Board of Directors following approval by the ASI Business and Finance Committee as part of the annual budget process.

## Brand and Identity

NEW/REVISED POLICY: NEW

Effective Date: April 3, 2019

### BACKGROUND AND PURPOSE

A brand system embodies who an organization is and what they offer. Image consistency and cohesiveness establishes value and protects a brand while building an emotional connection with an audience. Upholding the organization's voice and aesthetic standards with active and purposeful brand management directed towards consistent and positive connections, builds recognition and trust.

### GUIDELINES

Logos and symbols are the visual representation of a brand. A proliferation of identities creates confusion in the minds of viewers. It is important that the ASI logo be readily identifiable. To preserve the integrity and visual impact of the ASI identity, adhering to the organization's logo variation and usage guidelines in the brand guide is imperative.

The ASI Executive Director or designee is responsible for the approval of ASI branding used in all print and/or digital materials representing ASI's partnership or sponsorship with an organization or event. For programs that have a mandate to be self-sustaining, a program logo or reference may be used as top billing and the ASI logo can be used in a secondary position. This may include use of the ASI logo on the back of collateral statements so as not to impede the primary mark. All program areas within the organization should strive to create an awareness of ASI to the extent that participants are keenly aware of who is providing the funding, service, or activity. The ASI Brand Guide provides directions for proper use of ASI brand standards.

In general, the format for all ASI templates, business cards, and corporate stationary may not be altered.

It is in the corporation's best interest to see that ASI receives appropriate and consistent recognition at all venues, events, and outreach endeavors through approved promotional materials, including, but not limited to tents, banners, and giveaway items.

### POLICY

Application of ASI branding shall adhere to established guidelines as published in the ASI Brand Guide and the ASI Editorial Guide. Review of proper representation of the ASI brand is the responsibility of the Public Relations, Communications, and Marketing department with approval required by the ASI Executive Director or designee.

The ASI logo must be used on everything produced by the corporation or worn by staff as an official uniform. ASI must be acknowledged by logo or text on the front of all brochures, handbooks, flyers, and posters, with the exception of t-shirts. The ASI logo does not have to be on the front of t-shirts, but should be incorporated somewhere into the design, including on the back or shoulder. Modification to approved logos or additional logo creations must be approved by the ASI Executive Director or designee.

For use of the Cal Poly name, approval will be determined through University Marketing or the Cal Poly Corporation Collegiate Licensing process.

## **Business Ethics and Conduct**

NEW/REVISED POLICY:

Effective Date: August 6, 2009

### **BACKGROUND AND PURPOSE**

ASI Policy on Business Ethics and Conduct is intended as a guide to acceptable and appropriate behavior at ASI. Any person or organization conducting business under the auspices of ASI is expected to comply with the contents of this policy. This applies to all directors, officers, employees, and volunteers of ASI and its subsidiaries, as well as agents of any program, activity, or function financially supported and administered by ASI (hereinafter known collectively as “representatives”).

It is the policy of ASI to maintain the highest standards of ethical conduct in the performance of its business affairs. Representatives must familiarize themselves with this policy so that they may readily distinguish any proposal or act that would constitute a violation. Each representative is responsible for his or her actions. Violations of this policy may result in disciplinary action, including dismissal and/or criminal prosecution.

### **POLICY**

Representatives are responsible for exercising the highest ethical standards applicable to a circumstance even in the absence of a specific guideline, practice, or instruction covering that particular situation.

If a representative has doubts regarding a questionable situation or practice, that individual should immediately consult his or her supervisor, director, or the ASI Executive Director. This policy strictly prohibits any reprisal against a representative who in good faith reports a violation or suspected violation.

## Conflict of Interest

NEW/REVISED POLICY: Revised April 15, 2009

Effective Date: February 25, 1998

### BACKGROUND AND PURPOSE

Section 89006 of the California Education Code prescribes specific financial interest standards for auxiliary organization employees, governing board members and officers.

### POLICY - GOVERNING BOARD

Except as otherwise provided by law, the following shall govern financial transactions between the Corporation and its officers or directors.

*Prohibited Transactions:* The Corporation shall not enter into any contract or transaction in which one or more of its directors or officers has a financial interest under the following circumstances:

- The contract or transaction is between the Corporation and a director or officer.
- The contract or transaction is between the Corporation and a partnership or unincorporated association of which any director or officer is a partner or in which any director or officer is the owner or holder, directly or indirectly, of a proprietorship interest.
- The contract or transaction is between the Corporation and a corporation in which any director or officer is the owner or holder, directly or indirectly, of 5 percent or more of the outstanding common stock.
- The director or officer who has a financial interest in a contract or transaction influences or attempts to influence another director or officer to enter into the contract or transaction without first disclosing the nature of such financial interest at a public meeting of the Board of Directors.

*Permissible Transactions:* In any circumstance other than those set forth above, the Corporation may enter into any contract or other transaction in which one or more of its directors or officers has a financial interest, if and only if:

- The fact of such financial interest is disclosed and known to the Board of Directors, noted in the minutes of a Board of Directors meeting, and the Board of Directors thereafter authorizes, approves, or ratifies the contract or transaction in good faith by a two-thirds vote of financially disinterested directors then in office.
- The contract or transaction is just and reasonable as to the Corporation at the time it is authorized or approved by the ASI Board of Directors.

*Loans to Directors:* The Corporation shall not make any loan of money or property, or guarantee the obligation of, any director or officer, unless the transaction is first approved by the California Attorney General. This provision shall not apply to any reasonable advance on account of expenses anticipated to be incurred by the director or officer in the performance of his/her duties.

*Conflict of Interest Statement:* At the commencement of the term of office, each member of the Board of Directors, including ex-officio members and officers, shall read and sign a Conflict of Interest Statement to be held in a file by the Chair of the University Union Advisory Board (UUAB)/Corporate Secretary. (Standing, Ad Hoc and Subcommittee members are not required to sign Conflict of Interest Statements.)

*Non-Financial Conflicts:* Directors and officers shall not discuss or take action on any corporate matter which would be to the personal benefit or detriment of a director or officer. Directors and officers shall

immediately disclose any such matter to the Board of Directors and disqualify themselves from any participation in that matter.

## **POLICY – ASI STUDENT GOVERNMENT MEMBER AS STUDENT EMPLOYEE**

It is a conflict of interest for ASI to employ members of ASI Student Government and require those individuals to have the responsibility of governing and making decisions regarding the organization by which they are employed. Because of this conflict, it is necessary to separate the roles by not allowing a student to simultaneously hold a position in ASI Student Government and be employed by ASI.

## **POLICY - EMPLOYEES**

ASI contracts with outside suppliers for substantial amounts of products and services each year. ASI's members trust ASI employees to function with the utmost care and integrity in spending ASI funds and in obtaining the best value. Accordingly, ASI has established specific procurement procedures which must be followed.

Procurement should not be influenced by personal relationships or by the prospect of personal advantage to any ASI employee. Employees should never be involved in any transaction in which they hold a personal interest. For example, there should be no involvement in the selection of or payment to a supplier in which the employee has an investment or with whom they have a significant personal relationship.

ASI cannot permit the impartial judgment of its employees to be compromised through the receipt of entertainment, gifts, gratuities or other courtesies (collectively "gratuities") from present or prospective suppliers. Employees may not accept anything as a result of, or in anticipation of, any transaction with a present or prospective supplier. It is important that employees decline any gratuities which would cause even the slightest question of improper influence. The receipt of cash gratuities is absolutely prohibited.

ASI does recognize that situations may arise when it would be appropriate for an employee to accept the benefit of another's expenditure. These should be accepted only to the extent appropriate in the observance of reasonable customs in the market place. Generally, an employee may accept such things as are ordinary and customary, are reasonable in the context and are not lavish. Examples of things generally permissible are key chains, ball point pens or address books, etc., with the company's name imprinted, reasonable payment of meals in connection with business meetings, or gifts clearly based on family or personal relationships rather than business relationships. Also acceptable would be gifts from suppliers that are related to commonly recognized events or occasions, such as a wedding, retirement, or holidays, provided the gift is appropriate in observance of reasonable customs in the market place and the value of the gift does not exceed one hundred dollars.

Generally, ASI employees should not accept any entertainment, gift, gratuity or courtesy from a present or prospective supplier if the nature of the relationship between the supplier and ASI and the responsibility of the employee is such that the receipt of the gratuity, gift, etc., could reasonably be perceived as influencing the employee's judgment in dealing with the supplier. Examples of things that would generally be impermissible include, but are not limited to, any offer of cash, personal loans, payment for personal travel or vacations, forgiveness of a personal debt, jewelry, tickets to professional sporting events, or lavish meals.

When in doubt, employees should not accept entertainment, gifts, gratuities or other courtesies from vendors. Employees should immediately discuss any questions or concerns regarding the application of this policy to any specific situation with the Executive Director.

# Critical Incidents: Internal Communication Procedures

NEW/REVISED: Revised May 2017

Effective Date: February 25, 1998

## BACKGROUND AND PURPOSE

On a campus as large and complex as Cal Poly, issues which may draw media and community scrutiny routinely surface. These issues or incidents can range from physical disaster, financial mismanagement, ethical misconduct, discrimination, budget cuts, violations of law, etc.

Given today's media-driven communications, the university must provide public information in a timely, cohesive manner. Immeasurable harm to Cal Poly's integrity and reputation could result if ASI appears slow to respond, withholds information, stonewalls the press, or offers "no comment."

The key to proactive media relations or communications during a critical incident is having a plan in place that clearly outlines the procedures necessary to inform all appropriate parties about what is occurring and to have one centralized information center. In Cal Poly's case, this center is the University Communications Office, which coordinates all information and designates a spokesperson outside the department, if appropriate. Because ASI adheres to campus policy, reference is made to the same campus policy.

## GUIDELINES

***Refer to CAP 740.3.4 Media and Crisis Response.***

## Delegated Authority

NEW/REVISED: Revised May 2017

Effective Date: February 25, 1998

### BACKGROUND AND PURPOSE

Establishes a guideline for consistent supervision and efficient workflow for ASI in the absence of the Executive Director.

### GUIDELINES

#### *Criteria*

Delegated authority is executed when the Executive Director plans to be absent for two or more consecutive days, or during any shorter absence to meet immediate business needs.

#### *Office Support Expectations*

- Notify all staff, delegated director, Vice President's Office and Student Government Officers with the following information through email including:
  - Dates of departure and return
  - Who is named as delegated authority
  - Attach a copy of the Executive Director's delegated authority memo
- Route all mail, other than confidential, to person assigned as delegated authority
- Inform callers of Executive Director's absence and offer the opportunity to speak with delegated authority or leave voice mail message for Executive Director

#### *Delegated Authority Expectations*

- Daily review, approval, and response to time sensitive matters
- Assume full responsibilities of Executive Director
- MDelegate provides a report of occurrences upon Executive Director's return
- Attend meeting with Executive Director or Associate Executive Director prior to his/her departure

## Document Retention

NEW/REVISED POLICY: Revised May 2017

Effective Date: April 14, 2009

### BACKGROUND AND PURPOSE

The corporate records of Associated Students, Inc. (ASI) are important assets. Corporate records include all records produced, whether paper or electronic. Examples of records include, but are not limited to, memoranda, e-mail messages, contracts, computerized desk calendars and travel records.

The law requires ASI to maintain certain types of corporate records, generally for statutory periods of time. Failure to retain those records for the minimum required periods could subject staff and ASI to penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit, place ASI in contempt of court or seriously disadvantage ASI in litigation.

### POLICY

ASI will establish retention and destruction guidelines for specific categories of records in order to ensure legal compliance and to preserve documents related to corporate history. Retention periods for these documents will be determined by management in consultation with legal and audit guidelines and will be presented in a document retention schedule. This schedule will be reviewed by management every three years.

ASI shall utilize an off-site storage facility for those documents with an established destruction date. When appropriate, all new documents that require permanent storage after the effective date of this policy shall be electronically archived and such archive shall be maintained at an offsite location.

ASI requires all employees to fully comply with any published records retention or destruction policies and schedules, provided that all employees should note the following exception to any stated destruction schedule. If it is determined that any company records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then those records must be preserved until it is legally determined that the records are no longer needed. This exception supersedes any previously or subsequently established destruction schedule for those records.

# Electronic and Digital Signatures

NEW/REVISED POLICY: July 31, 2020

Effective Date: July 31, 2020

## BACKGROUND AND PURPOSE

Establishes acceptable use guidelines and requirements for utilizing electronic and digital signatures to efficiently process documents and approvals.

## DEFINITIONS

**Electronic Signature:** An electronic signature is an electronic sound (e.g., audio files of a person's voice), symbol (e.g., a graphic representation of a person in JPEG file), or process (e.g., a procedure that conveys assent), attached to or logically associated with a record, and executed or adopted by a person with the intent to sign the record. Electronic signatures may be used for bilateral contractual and legal documents, unilateral contracts and other University controlled documents, internal campus and Chancellor's Office forms and approvals, and external forms and approvals.

**Digital Signatures:** A digital signature is a specific type of electronic signature that uses cryptographic transformation of data to provide authenticity, message integrity, and non-repudiation. For a digital signature to be valid, it must be created by a technology accepted for use by the State of California and conform to technologies capable of creating digital signatures as set forth in California Government Code Section 16.5: It is unique to the person using it; and, it is capable of verification; it is under the sole control of the person using it; it is linked to data in such a manner that if the data are changed, the digital signature is invalidated; and it conforms to Title 2, Division 7, Chapter 10 of the California Code of Regulations.

## POLICY

Associated Students, Incorporated (ASI) at California Polytechnic State University (Cal Poly) in San Luis Obispo adheres to the guidelines set forth by the CSU regarding acceptable use and security of electronic and digital signatures.

Cal Poly and ASI use Adobe Sign to route forms and facilitate electronic signatures on the following types of documents:

- Memos
- Contracts
- Agreements
- MOU's
- Miscellaneous forms
- Transmittals
- Invoice approvals
- Payment requests
- Purchase orders
- Project approvals
- Personnel documents
- Proposals
- Time cards

This list is not exhaustive and the use of Adobe Sign may include other types of documents.

Adobe Sign is required to be used for all ASI internal use documents unless otherwise specified.

## SECURITY PRECAUTIONS

To ensure the highest level of security, Adobe Sign is only accessible through the Cal Poly Portal which requires proper authentication from each individual user. The system is secure, trackable, legally binding, and approved for confidential information; including Level 1 data. Digital signatures must be used in lieu of a simple electronic signature when legally required.

## Food Purchase

NEW/REVISED POLICY: Revised May 2017

Effective Date: February 25, 1998

### BACKGROUND AND PURPOSE

The purchase of food and beverages for student and staff functions is allowable to the extent they are appropriate to the occasion, reasonable in amount, and serve a purpose within the mission of the organization. This policy establishes the parameters for allowable expenses. In all circumstances purchases must comply with the standards set by CSU policy.

### POLICY

Food, beverages and/or meals may be provided for student and staff functions such as workshops, seminars, training sessions, recognition programs, student and staff development workshops, volunteer student groups or other purposes deemed business related.

Allowable expenditures for meal purchases shall adhere to the current California State University meal allowances. Snacks provided for an informal meeting or gathering will adhere to a minimal amount as determined by the Executive Director. Approval for other food purchases is defined below and will be approved within the following guidelines:

#### *Hospitality for Special Guests and Special Events*

When ASI hosts a special guest artist or speaker for educational or entertainment purposes it will be allowed for a meal to be purchased for that guest. If the guest is hosted by ASI, staff members may attend the meal and have their meal paid for by the organization. Meals for participants other than the special guest shall be paid for via designated discretionary accounts.

#### *Recruiting*

Often an important element of recruiting involves meeting and talking to candidates while sharing a meal. This promotes a more informal, relaxed setting in which information can be shared. Meals purchased for this activity (to include ASI recruiting personnel and candidates) will be purchased and recorded as recruiting expense and are not subject to this policy. However, it is expected that discretion will be exercised by ASI personnel to assure that all expenditures are reasonable and are comparable to the basic meal allowances established in this policy.

## Fraud

NEW/REVISED POLICY: February 23, 2015

Effective Date: August 6, 2009

### BACKGROUND AND PURPOSE

ASI recognizes the importance of protecting the organization, its operations, its employees and its assets against financial risks, operations breaches and unethical activities. Therefore, it is incumbent upon ASI's Board of Directors and management to institute and clearly communicate a fraud prevention policy to both internal and external customers, vendors and partners.

This policy covers all ASI employees and officers. Additionally, this policy covers all ASI vendors, customers, and partners to the extent that any ASI resources are involved or impacted.

ASI recognizes a zero tolerance policy regarding fraud and corruption. Fraud, defalcation, theft, irregularities and fiscal improprieties include but are not be limited to: forgery, misappropriation of funds or other CSU assets -including employee time, impropriety in the handling of money, or profiting as a result of insider knowledge of CSU information or activities.

The purpose of this policy is threefold:

- To initiate proactive practices to discourage fraud and abuse by employees and others,
- To assure a fair, structured, and consistent approach to investigations of suspected fraud or abuse, and
- To establish a policy to govern the process to be followed when responding to allegations of fraud and abuse in compliance with Executive Order 813.

### POLICY

It is the policy of ASI to strictly forbid the commission of any illegal activity by the directors, officers, employees and volunteers of ASI and its subsidiaries, as well as agents of any program, activity or function financially supported and administered by ASI. This prohibition extends to and includes activities that might be perpetrated for the benefit of ASI.

Management is responsible for knowing exposures to wrongdoing and for establishing controls and procedures to detect suspected wrongdoing. The Executive Director is responsible for the administration, revision, interpretation, and application of this policy.

All matters raised by any source will be taken seriously and properly investigated and reported in compliance with Executive Order 813.

## Gift Acceptance

NEW/REVISED POLICY: Revised April 3, 2019

Effective Date: February 25, 1998

### BACKGROUND AND PURPOSE

Education Code Section 89903 and Title 5, Sections 42300, 42301, as described in the Integrated California State University Administrative Manual (ICSUAM) stipulate: “No auxiliary organization shall accept any grant, contract, bequest, trust, or gift, unless it is so conditioned that it may be used only for purposes consistent with policies of the trustees.”

### POLICY

ASI may propose, solicit, or accept any grant, contract, bequest, trust, or gift, consistent with trustee policies. ASI may accept donations, such as cash, materials or supplies, equipment, stocks, bonds, real property, agriculturally-related products, machinery, in its name when such donations will support and enhance the educational mission of the campus or the CSU. Animals and livestock will not be accepted. Vehicles and trailers will be considered on a case by case basis but in no event shall a vehicle or trailer be accepted without the approval of the Executive Director and the Vice President for Student Affairs. Approval will be subject to resources available to maintain, supervise and train on the appropriate use of gift.

For the purpose of compliance with ICSUAM, it is essential that all gifts of nonexpendable personal property be assigned an appraised valuation at the time of acceptance and receipt. It is the responsibility of the donor to obtain and/or assign this valuation and the use of a qualified appraiser is in the best interest of the donor.

Gift solicitations to prospective donors shall indicate use or anticipated uses for solicited gifts. Any trust relationship created by a donation shall be committed to or acknowledged by a written instrument which shall contain any restrictions under which the gift was accepted. ASI shall use designated gift assets for the purpose intended by the donor and shall follow state laws relating to trust investments.

- Acceptance of gifts which may require the use of state resources to maintain, operate or house, shall also be approved by University Development or designee and be consistent with the applicable criteria for gifts to the University.
- When considering the acceptance of equipment, vehicles or real property as gifts, ASI shall ensure that sufficient working capital or reserves are available to cover expenditures for future operating costs and repairs and maintenance.
- ASI staff will work with University Development to ensure that ASI policies and procedures for accepting and recording gifts and donations comply with university and CSU policies and procedures.
- There may be instances when it is not in the best interest of ASI to accept a gift or donation. For this reason, the ASI Executive Director and the Vice President or Student Affairs must approve a gift or donation on behalf of ASI. Acceptance will be indicated by the signature of the Executive Director and the Vice President for Students Affairs on an ASI Gift Information form.
- ASI may not accept a gift or donation for any of the following reasons:
  - The cost of operating and maintaining the item is too high
  - The cost of insuring the item is too high or the item is uninsurable
  - Acceptance of the gift presents a risk to the wellbeing of ASI

- ASI does not have systems in place to appropriately manage the use of the gift or donation
  - Any other reason deemed appropriate by the Executive Director or the Vice President or Student Affairs
- Any gift or donation accepted by ASI that is valued at \$5,000 or greater will be recorded as an asset of the corporation and treated as such on financial statements.
- Any gift or donation accepted by ASI will be held for two years before being resold. This holding period is intended to protect the donor's tax deduction.
- An official receipt of the gift, authorizing tax deduction, will be the responsibility of ASI Business Services.
- The ASI Executive Director reserves the right to dispose of a gift if it threatens the fiscal viability of the Corporation or if the gift is deemed to create undue risk or expense.

# Governing Documents for Associated Students, Inc.

NEW/REVISED: Revised April 3, 2019

Effective Date: February 25, 1998

## BACKGROUND AND PURPOSE

Guidelines state the definition of an auxiliary organization and list those governing documents which pertain to said auxiliary.

## GUIDELINES

An “auxiliary organization” is an organization which is:

- (a) included in the list of auxiliary organizations in good standing maintained by the Chancellor pursuant to Section 42406, *infra*, and/or
- (b) is an organization specified in Education Code Section 89900, which is any organization using the name of the state or a campus, or representing an official relationship with a campus, or in which any campus official participates as a director as part of his/her official position.

The term “auxiliary organization” as used herein, includes student body organizations and other student groups which are subject to the provisions of Education Code Section 89900; provided that other than student body organizations, all student clubs, societies, sororities, fraternities and similar student groups not operating any commercial activity at the campus, are not subject to the further provisions of this Article, and may represent an official relationship to the campus and may use its facilities, subject to such policies and conditions as the Board of Trustees and the University President may from time to time establish.

Other governing documents which pertain to an auxiliary organization:

- Articles of Incorporation
- Integrated California State University Administrative Manual (ICSUAM)
- California Corporate Law
- Title V
- Campus Administrative Policies
- ASI Bylaws
- ASI Policy Manual
- ASI Fiscal Policy Manual

## POLICY

For all governing documents which pertain to an auxiliary organization, the strictest policies will apply.

## Keys

NEW/REVISED POLICY: Revised April 3, 2019

Effective Date: February 25, 1998

### BACKGROUND AND PURPOSE

This policy defines access to the Julian A. McPhee University Union, Cal Poly Doerr Family Field, Cal Poly Recreation Center, Cal Poly Sports Complex, and the Orfalea Family & ASI Children's Center in a manner that will protect the health, safety and assets of occupants.

### POLICY

All keys are issued by the director charged with the responsibility for the specific facility. A student or staff key authorization check-out card is filled out and signed by the director charged with the responsibility for the specific facility. Authorization for keys to be issued to ASI Officers or other ASI Student Government members must be submitted in writing from the ASI President to the Executive Director. An individual issued a key will sign and date the checkout card. Keys are not to be loaned or transferred to others. Any unauthorized use of keys will result in the revocation of the key privilege by the Executive Director or designee.

Student key authorization is valid only for a specified period of time, not to exceed the academic year in which the key is issued; unless employment or term of office continues beyond the academic year in which the key was issued. The key must be returned to the Cal Poly Facility Services Key Shop by the last day of finals for the period of issue. A staff key authorization is valid for the duration of employment.

#### *Lost Keys*

Lost keys must be reported immediately to the director charged with the responsibility for the specific facility or their designee. The signatory agrees to pay a \$25 replacement fee for each lost key. All keys must be returned to the Cal Poly Facility Services Key Shop upon separation from ASI. Students who fail to return a key(s) or pay the replacement fee will have a hold placed on their academic records.

In the event a master key or exterior door key is lost, the person losing the key may be held liable for costs incurred in re-pinning all areas accessible with the lost key.

#### *Duplication of Keys*

Duplication of Julian A. McPhee University Union, Cal Poly Doerr Family Field, Cal Poly Recreation Center, Cal Poly Sports Complex, or Orfalea Family & ASI Children's Center keys by anyone other than Cal Poly Facility Services Key Shop is strictly prohibited.

#### *Possession of Unauthorized Keys*

Any person found to be in possession of an unauthorized key shall be liable for its use and subject to disciplinary action by the university or legal action by campus police. Unauthorized keys shall be confiscated and returned to the director charged with the responsibility for the specific facility.

#### *Key Authorization*

The Director charged with the responsibility for the specific facility or their designee will monitor and maintain a key authorization list for usage of the facility.

### *After-Hours Passes*

For special circumstances, after-hours passes for ASI Student Government members are issued by the director charged with the responsibility for the specific facility, upon written request of the ASI President. The pass is valid for a maximum of one year, not to exceed the academic year in which it is issued. The pass shall specify the area of the building for which access is authorized. Upon presentation of an after-hours pass and photo identification, the student and one guest will be admitted to the designated area by a Julian A. McPhee University Union employee. Failure to present proper identification is reason to deny the request for access to the building or office. When exiting the building after-hours, the student will ensure the doors used to exit are locked.

ASI Officers, staff members, or Dean of Students staff, who possesses a key to an office or exterior door, do not need an after-hours pass. A list of keys distributed and turned in is emailed to the Director-Facilities Management every month.

## Policy Revision

NEW/REVISED POLICY: Revised May 2017

Effective Date: November 28, 2001

### BACKGROUND AND PURPOSE

The ASI Board of Directors establishes policy affecting the operations of ASI through written statements adopted by formal action of the board and are expressed and published in the ASI policy manuals in the prescribed form.

Adopted policy statements need to be revised from time to time in order to keep their provisions accurate, complete, current, and reflective of the board's intent.

### POLICY

The Executive Director, with the concurrence of the Chair of the Board, is authorized to make periodic revisions to ASI Policy Statements under the following circumstances:

- revised provisions do not alter the nature, scope or intent of the board-adopted policy;
- amendment to the policy statement is in the prescribed form; and
- the board is informed of the revisions made by the Executive Director.

In circumstances other than those stated above, the board retains exclusive authority to adopt new or revised policy statements.

## Political Campaign Activities Participation

NEW/REVISED POLICY: Revised May 2017

Effective Date: February 25, 1998

### BACKGROUND AND PURPOSE

Policy reiterates the prohibitions related to tax exempt nonprofit organizations and political campaign activities.

### POLICY

Title 5 and Federal tax exempt status prohibits auxiliary organizations from expending funds:

- To support or oppose any candidate for public office, whether partisan or not;
- To support or oppose any issue before the voters of this state or any subdivision thereof or any city, municipality, or local governmental entity of any kind except as may be permitted by Cal. Ed. Code §89300 (authorizing student fees to be used to support governmental affairs representative);
- The above prohibitions do not apply to expressions published in the student press; or support of a position taken by the trustees on an issue, which the trustees determine will significantly affect the CSU or any campus.

Prohibited activities include, but are not limited to, use of ASI facilities or resources, the publication or distribution of written or printed material or the making of oral statements on behalf of or in opposition to any candidate. Members of the organization may not participate in any form of electioneering. The only political activities that ASI can sponsor are:

- Candidate forums that are fair, neutral and provide equal time to all qualified candidates;
- Voter registration drives conducted in a non-partisan manner;
- "Get Out The Vote" efforts of distributing voting guides and incumbent voting records if done without editorial comment.

Any other activity by a charitable organization could result in the loss of tax-exempt status. Further, if any ASI funds are expended to support any other political activity, an excise tax will be imposed on funds spent for these purposes.

However, educational activities are distinguished from activities which attempt to influence legislation or campaigns. The IRS has determined that a university political science course requiring student participation in political campaigns of candidates of their choice is not a prohibited activity, nor is the university whose student newspaper, prepared by student editors and which takes editorial positions on pending or proposed legislation or candidates for political office.

Based on the foregoing, if individuals who are ASI Officers or Directors participate in political campaigns for candidates of their choice, they may do so provided:

- They are not influenced directly or indirectly by ASI, the Board of Directors, or any other subcommittee thereof, ASI faculty advisors or administrators, and
- The students provide a disclaimer as follows:
  - "The views expressed are those of (student's name) and not those of ASI. ASI endorses no candidate or viewpoint."

- The disclaimer should be made before and after each speech made on behalf of any candidate by a student that is identified as an Officer or Director of ASI, or in any printed material or any advertisement where the students are identified as being Officers or Directors of ASI.
- It is critical that the disclaimer appears in any printed material or in any advertisements where students are identified as ASI Officers or Directors.

In supporting the candidates and making public appearances or in advertisements where they are identified as Officers or Directors of ASI, students must be scrupulous in maintaining that their views are their personal views and not the views of ASI.

Further, if students wish to form political action groups and solicit the votes of other board members without using *any* ASI funds or facilities not available to the general student population, they should be free to do so, provided it is clear they are acting in their individual capacities and not for or on behalf of ASI.

# Public Relations, Communications, and Marketing

NEW/REVISED: Revised April 3, 2019

Effective Date: February 25, 1998

## BACKGROUND AND PURPOSE

The Integrated California State University Administrative Manual (*ICSUAM*), *Section 13000, CSU Auxiliary Organizations Compliance Guide*, 10.3 states that auxiliary organizations shall maintain a policy on the use of funds spent for public relations. The policy is to include:

- Purpose for which the funds will be used
- Allowable expenditures
- Procedures of control

An organization's public relations program is the sum of all impressions created by the organization itself and by the people with whom it is associated.

## POLICY

All communications, marketing, media engagement, branding, social media, photography or videography, sponsorships, use of corporate stationary, signage, and email, shall adhere to current organization procedures.

All media communications between ASI and on- or off-campus media representatives should be channeled through ASI Public Relations, Communications, and Marketing. All plans for solicitation of advertising for publications, programs, giveaways, public address systems, and other media sponsored by or presented by student organizations operating within the general framework of the Associated Students, Inc., will be reviewed first by the ASI Coordinator – Public Relations, Communications, and Marketing, or the ASI Executive Director or designee. When appropriate, consultation with the Cal Poly Student Affairs or Public Affairs office will be sought.

The ASI Executive Director or designee is responsible for contract arrangements for all sponsored radio and/or television broadcasts, and any other media outlets regarding special events held under the auspices of ASI.

Global sponsorship coordination and solicitation is the responsibility of the Public Relations, Communications, and Marketing department. All plans for solicitation of sponsorships shall be approved by the ASI Executive Director or designee.

ASI follows established organization editorial guidelines, formats, and conventions created in alignment with Cal Poly University Marketing Editorial Guides and/or the AP stylebook.

The University President is required to keep a current file of this policy on file in Auxiliary and Business Services in the Office of the Chancellor.

## Student Leader Scholarships

NEW/REVISED POLICY: Revised February 6, 2019

Effective Date: February 25, 1998

### BACKGROUND AND PURPOSE

Scholarships are awarded to specific student government leaders to assist them with the cost of education. The purpose is to allow these leaders to focus on their studies and commitment to ASI Student Government.

The California Education Code Section 89302 stipulates:

“Student body funds used for scholarships, grants-in-aid, stipends, loans, and similar expenditures shall conform to the regulations of the trustees. The funds shall be approved by the Financial Aid Office before being expended and shall be reflected on the student’s record kept in that office. The student’s financial aid record shall include all funds received by the student.”

Additionally, the ASI Bylaws, in Section 7.8, state “The Officers and subordinates shall receive scholarships as established by the Board of Directors upon recommendation of the ASI Business & Finance Committee. Any increase or decrease in such scholarships recommended by the ASI Business & Finance Committee and approved by the Board of Directors, shall not become effective until the first day of the summer quarter following approval of the scholarship amounts.”

### POLICY

The ASI Business & Finance Committee, with Board approval, shall establish procedures to provide for scholarships, grants-in-aid, stipends, loans and similar expenditures. These procedures will conform to regulations established by the Trustees.

Scholarships will be determined by quarter using the following percentages applied to the estimated cost of education published by the Cal Poly Financial Aid office for each academic year:

Position - Percent of Cost of Education:

#### Officers

President - 100%

Chair, BOD - 75%

Chair, UUAB - 75%

#### Subordinates

Chief of Staff - 50%

Vice Chair, BOD - 25%

Vice Chair, UUAB - 25%

Each scholarship amount is rounded to the nearest dollar. The scholarship is based on the cost of education’s living expense components (room & board, transportation and miscellaneous expenses) plus the academic component (fees, tuition and books & supplies). Individual student status (graduate/undergraduate, in-state/out-of-state, etc.) determines the tuition rates for the scholarship calculations.

Scholarship amounts for summer quarter are in addition to the regular academic year amounts and shall be limited to the ASI President, Chair of the Board of Directors and Chair of the University Union Advisory Board and governed by separate rules. The same percentages as listed above shall be applied to the summer quarter amounts.

## Eligibility

To be eligible for the Student Leader Scholarship, officers and subordinates must be regularly admitted and enrolled as a matriculated student.

### Undergraduate Students

- Must be enrolled in a minimum of 12 units at Cal Poly (during each Fall, Winter, and Spring term)
- Must maintain a minimum 2.0 cumulative Cal Poly grade point average during term of office as required by the CSU Trustees and ASI policy

### Graduate Students

- Must be enrolled in a minimum of 8 units at Cal Poly (during each Fall, Winter, and Spring term)
- Must maintain a minimum 3.0 cumulative grade point average during term of office as required by the CSU Trustees and ASI policy

Continuing eligibility will be evaluated each quarter to ensure that all requirements have been met to maintain the scholarship for the upcoming term. The above mentioned rules and restrictions are to follow both the California State University policy for student office holders and Cal Poly policies for student scholarships.

## Summer Scholarship

### President

In accordance with the ASI Bylaws (Section 7.4.2.), the ASI President shall be available to fulfill the responsibilities of their office during summer quarter to include meeting attendance, in-office work, retreats, and other affiliated responsibilities. If enrolled in summer classes at Cal Poly, the summer scholarship award shall be for the cost of education for the summer term, including both the living expense and actual cost of the Cal Poly academic component. If not enrolled in summer classes at Cal Poly, the scholarship award shall be limited to the amount of the living expense component of the cost of education for the summer term.

### Chair of the Board of Directors and Chair of the University Union Advisory Board

In accordance with the ASI Bylaws (Section 7.4.3.), both the Chair of the Board of Directors and Chair of the University Union Advisory Board shall be available to fulfill the responsibilities of their office beginning August 1<sup>st</sup> to include meeting attendance, in-office work, retreats, and other affiliated responsibilities. Therefore, the scholarship amount awarded shall be limited to 40% of the living expense component of the cost of education for the summer term.

## Partial Year

In the event that a student leader resigns, is removed from office, or assumes their position mid-term, the scholarship will be prorated based upon the number of days (including weekends and holidays) the student leader holds office during the quarter in which the scholarship is allocated.

Student leaders leaving their position mid-term will be required to reimburse ASI for any scholarship funds that were allocated that exceed the prorated amounts.

The ASI Business & Finance Committee will review the ASI Scholarship Policy every three years and seek Board approval if revisions are recommended.

*Approved by the ASI Board of Directors on February 6, 2019*

# Student Privacy and Records

NEW/REVISED: Revised May 2017

Effective Date: February 25, 1998

## BACKGROUND AND PURPOSE

This guideline was established to provide maximum protection from improper disclosure of a student's personal information to the public.

## GUIDELINES

### *Right to Privacy and to Inspect Records*

According to federal and state law, students have the right to protection against improper disclosure of personal information.

To minimize the risk of improper disclosure, the records of students' academic, counseling, disciplinary, financial and medical contacts with the university are kept separate from one another. The conditions for access to these records are set forth in a policy statement entitled "The Federal Family Educational Rights and Privacy Act of 1974 (FERPA)", which is included in the Cal Poly catalog. Transcripts of academic records shall contain only information related to academic status and performance. Information from disciplinary, financial, counseling, medical, or academic records shall not be available to any person, on or off campus, without the expressed written consent of the student (if under eighteen, then parents) involved except in accordance with the law. No records shall be maintained on students which reflect their political or social views and activities. Provision shall be made for routine destruction of non-current disciplinary records in accordance with university policy.

### *Privacy Rights of Students*

The Family Education Rights and Privacy Act of 1974 (The Buckley Amendment) was designed to protect the privacy of students. The statute governs (1) access to records maintained by the campus and (2) the release of such records.

In brief, the statute requires that the campus must provide students access to official records directly related to the student and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. The right to a hearing does not include the right to challenge the appropriateness of a grade as determined by an instructor. The student may, however, use this process to verify that the grade given has been properly transmitted into the student record.

The Act generally requires that the written consent of the student be received before releasing personally identifiable data from the student's records to other than a specified list of exceptions. The campus is authorized under the Act to release directory information concerning students. Directory information at Cal Poly, San Luis Obispo consists of the student's name, local address, local telephone listing, e-mail address, place of birth, major, dates of attendance, degrees and awards received, photograph, weight and height of athletic team members, most recent previous educational institution attended, and participation in officially recognized activities and sports.

The campus is authorized to provide access to student records to campus officials and employees who have legitimate educational interests in such access. These persons are those who have responsibilities in connection with the campus' academic, administrative or service functions and who have reason for using student records connected with their campus or other related academic responsibilities.

This summary of the Act's provisions is being supplied as required by the Act. The following office has been established by the Department of Health, Education and Welfare to investigate, process and review complaints under the Act:

Family Education Rights and Privacy Act Office  
Department of Health, Education and Welfare  
330 Independence Avenue, S.W.  
Washington, D.C. 20201  
Telephone: (202) 245-7488

## **POLICY**

ASI shall comply with all campus, CSU, federal and state laws regarding student privacy.

# Student Representative to CSU Advisory Committee

NEW/REVISED POLICY: Revised May 2017

Effective Date: February 24, 2010

## BACKGROUND AND PURPOSE

*Responsibility for Appointment of Presidents:* The California State University Trustees have established a policy for the selection of CSU campus presidents. As the system chief executive officer to whom campus presidents report, the Chancellor is responsible for designating staff to support the process. The CSU is committed to the principles of consultation with campus and community representatives and to diversity in the selection of campus presidents. As part of this process, the Chair of the Board of CSU Trustees establishes an advisory group to the Trustees Committee for the Selection of the President (TCSP). This advisory group, known as the Advisory Committee to the Trustees Committee for the Selection of the President (ACTCSP), consists of the chair of the academic senate of the campus, two faculty representatives elected by the campus faculty, one member of the campus support staff elected by the staff, one student elected by the duly constituted representatives of the campus student body, one member of the campus Advisory Board elected by that board, one alumnus/alumna of the campus elected by the campus Alumni Association, and one vice president or academic dean from the campus and the President of another CSU campus selected by the Chancellor. Each of the campus representatives to the advisory group shall be determined according to procedures established by the campus.

*Duties and Responsibilities of the Advisory Committee of the Trustees Committee for the Selection of the President:* The ACTCSP will participate in deliberations that lead to the determination of the list of final candidates. The consultative procedures should be conducted in a manner designed to generate confidence in the selection process and garner local support for the eventual appointee. The ACTCSP will provide advice regarding the position and campus descriptions and the advertisements.

Members of the ACTCSP will suggest potential candidates having the leadership qualities, administrative ability, academic qualities and other talents appropriate for that presidency. The ACTCSP will review and comment on candidate applications, participate in candidate interviews and offer comments as appropriate before the TCSP determines which candidates to advance to the next level of consideration.

*Second Panel:* In order to provide additional reaction to semi-final candidates, the chair of the TCSP and the Chancellor may appoint a second panel of campus constituents to meet candidates under the rule of confidentiality. The second panel would serve as a source of additional advice to the TCSP and the ACTCSP. If a second panel is to be named, the Chancellor will inform the constituencies of the number of nominations each should forward; it is understood that the number of nominations may exceed the number of seats each of the campus constituent groups (i.e. faculty, staff, students, advisory board and alumni association) will have on the second panel. (CSU Board of Trustees Policy for the Selection of Presidents, November 1998)

The purpose of this policy is to establish the process of the selection of the student representative who will sit on the ACTCSP and on a second panel if appointed.

## POLICY

As the official elected representative of the general student body at Cal Poly, San Luis Obispo, the ASI President shall be the student representative to the Advisory Committee of the Trustees Committee for the Selection of the President. This appointment shall require ratification of the ASI Board of Directors.

Should the ASI President be unable to serve as the representative to the ACTCSP, the ASI corporate officers shall receive and review applications from interested ASI Board Members and nominate two of those applying for the board's final selection and ratification. Should the Chair of the Board of Directors apply to serve as the representative, he/she will not be a part of the application review process. Should less than two board members apply, that application shall be reviewed as above and forwarded to the Board for ratification.

Should a second panel be formed to assist the TCSP and the ACTCSP and nominations sought for a student representative(s), the selection of an elected director in good standing serving on the ASI Board of Directors shall follow the same procedure as stipulated for the selection of a member of the board above.

## Travel

NEW/REVISED POLICY: Revised April 3, 2019

Effective Date: February 25, 1998

### BACKGROUND AND PURPOSE

Board of Trustees Executive Order 399, issued pursuant to Subchapter 6 of Chapter 5 of Title 5 of the California Administrative Code, established the requirement to formulate travel guidelines.

This policy has been established to provide reimbursement of travel expenses incurred by ASI employees, students and/or staff members conducting official ASI business or participating in ASI or University Union activities.

### POLICY

All travel requires pre-approval from the Area Director. International travel is prohibited by ASI.

Reimbursement of travel expenses incurred by ASI employees, students and/or staff conducting ASI business or participating in ASI activities shall be comparable to the rates provided by the university. The ASI Executive Director will ensure that travel expense guidelines are consistent with university policy.

All travel expenses will be reimbursed per the rates published in ICSUAM § 3601.1, CSU Travel Procedures.

- Total amount for meals claimed per day must not exceed the maximum daily limit.
- Itemized receipts are required for all travel expenses except incidentals.
- Meals must occur between start and end times of trip.

Exceptions for levels of reimbursement differing from that which would be provided for university employees are provided for as follows:

- When agreements with various conference sponsors call for specific reimbursement at different rates, approval must be obtained from the Executive Director in advance of the travel.
- When higher levels of reimbursement are claimed beyond those established by ASI guidelines, which would be beneficial to ASI, the Executive Director approval is required. Documentation establishing the benefit derived from the higher rate of reimbursement must be included with the approval request.
- Reimbursement of travel expenses for non ASI-employees will be negotiated on an individual basis. These exceptions are contractual in nature (i.e., contracted performers must have advance approval from the Executive Director).

*Business Expenses:* Included are charges for business telephone calls, internet connections, emergency purchases and all other charges necessary for the completion of official business. Receipts will be included with the claim and any unusual business expenses shall be explained in writing.

ASI assumes no financial responsibility for expenditures incurred by individuals who fail to adhere to policy.

## Unauthorized Acts Reporting

NEW/REVISED: Revised May 2017

Effective Date: February 25, 1998

### BACKGROUND AND PURPOSE

The Integrated California State University Administrative Manual (ICSUAM) establishes reporting requirements for unauthorized acts (Section 13000, CSU Auxiliary Organizations Compliance Guide, Section 13.5). This policy implements the process to be used by an auxiliary in reporting unauthorized acts as stated in CSU Executive Order 813 and CSU Executive Order 1104.

### POLICY

If any ASI employee has reason to suspect material fraud, misuse of funds, or other unauthorized acts, the incident shall be immediately reported to the ASI Executive Director. The Executive Director shall make an immediate report to the ASI Officer Team, ASI Business and Finance Committee, and the Vice President for Administration and Finance. If an employee suspects involvement by the Executive Director, he/she will notify the ASI President.

ASI, in conjunction with campus administrators, must report all cases of actual or suspected fraud, defalcation, theft, or other irregularities involving state funds and/or state employees in accordance with CSU Executive Order 813 and CSU Executive Order 1104. <https://www.calstate.edu/eo/EO-1104.html>.

Notifications must be made in writing not later than the first business day following the actual or suspected theft or irregularity. The notifications should be signed by the University President or the VP for Administration and Finance.

# ASI Volunteer Employee Beneficiary Association Trust Policy

NEW/REVISED POLICY: New  
Effective Date: May 1, 2020

## BACKGROUND AND PURPOSE

This policy provides funding guidance for ASI's participation in the Auxiliaries Multiple Employer Volunteer rEmployee Beneficiary Association Trust (VEBA). The VEBA was created by participating members of the Auxiliary Organizations Association to support all auxiliaries across the CSU system in prefunding their postretirement medical benefits obligation. The VEBA's assets are managed by a board of trustees in conjunction with a qualified corporate trustee and an investment advisor selected by the corporate trustee. The trustees are responsible for all of the activities and financial performance of the VEBA.

## POLICY

Target overall funding of assets in the VEBA shall be sufficient to cover the liability of retiree and actively employed and vested employee medical benefits. The minimum amount of annual funding of the VEBA shall be the annual service cost as calculated by a qualified actuary; except in the case when the VEBA liability is fully funded. Total funding will be reviewed at least annually, and liabilities will be calculated by a qualified actuary no less than every three years.

## Vehicle Driver Authorization & Use

NEW/REVISED POLICY: Revised April 3, 2019

Effective Date: August 14, 2002

### BACKGROUND AND PURPOSE

ASI owns and operates several different types of vehicles used in the day-to-day operations of the organization. These vehicles represent a significant financial investment in equipment and also represent a potential liability to the organization both in replacement and maintenance costs and for driver responsibility. To minimize the risk to the organization associated with multiple drivers of company owned vehicles, this policy sets the parameters under which driving privileges shall be permitted.

### POLICY

#### *Driver Authorization:*

Employees may only drive ASI vehicles if they possess a valid current driver's license and have obtained the proper approval from ASI management. For each potential driver to be considered for the granting of ASI vehicle driving privileges a detailed background check will be conducted on each individual's driving history. The following criteria shall be used in determining a driving candidate's ability to safely operate an ASI vehicle:

No driving privileges shall be granted if the potential driver has the following violations documented in their driving history in the past two years:

- Driving with a suspended license
- Negligently operating a motor vehicle
- More than one accident
- More than one moving violation
- A combination of two incidents (moving violations or accidents)

Additionally, under no circumstances will a driver be permitted to operate an ASI vehicle if they have any major violation reported on their DMV record including:

- Alcohol or drug related offense
- Reckless driving
- More than three points for any moving violation within the past three years

The restrictions above should not be considered an exhaustive list but will be used in conjunction with the judgment of ASI's management in granting driving privileges to ASI employees.

The following drivers are required to be enrolled in the Department of Motor Vehicle's EPN program:

- Non-occasional drivers (anyone who drives more than once a week)
- Drivers who are transporting non-ASI staff for an ASI program
- Volunteers
- Student Government Officers
- Anyone whose primary duty is driving related
- Facility Supervisors responsible for the mail run
- Field Supervisors

*Vehicle Use:*

Vehicles may only be used by ASI staff members, ASI student employees or ASI Student Government members for work related activities.

While driving a company vehicle, ALL traffic violations, moving or stationary, are the personal responsibility of the driver. Failure to pay any fine directly charged to ASI vehicles will result in loss of ASI driving privileges.

## Vehicle Use (Privately Owned) on Official ASI Business

NEW/REVISED: Revised April 15, 2009

Effective Date: July 1, 2000

### BACKGROUND AND PURPOSE

Provides for Officers, ASI Student Government members, Rose Float volunteers, and all ASI staff to drive their own personal vehicles when participating in official ASI business.

### POLICY

Use of personal vehicles must be approved in advance by an ASI Director.

It is mandatory that all drivers have automobile liability insurance in force that meets California's minimum requirements. Proof of insurance must be on file with the ASI Business Office.

Officers, ASI Student Government members, Rose Float volunteers, and all ASI staff must first become ASI Authorized Drivers prior to using a privately owned vehicle for official ASI business.

ASI requires the *Use of Private Vehicle for Official ASI Travel* form be used by Officers, ASI Student Government members, Rose Float volunteers, and all ASI staff when traveling for official ASI business.

In the event of an accident, personal insurance will apply, including payment for damages to the vehicle.