

## ASSOCIATED STUDENTS OF SAN FRANCISCO STATE UNIVERSITY EXECUTIVE COMMITTEE CHARTER

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**CHARTER STATEMENT #412  
APPROVED 07/12/2017**

### **Purpose**

The role of the Executive Committee is to assist the Board of Directors (the “BOD”) of the Associated Students (the “Organization”) through exercising the powers of the Board of Directors on matters that arise and must be dealt with between regularly scheduled Board meetings, when it is not feasible to convene the Board, or the Board does not meet, as well as support and drive the development and implementation of the Boards Goals and Strategic Plans

### **Composition & Qualifications**

The President who will serve as chairperson and the Vice President of Internal Affairs will be the second in command if the President is not present. The composition of the Executive Committee will comprise of in total of eight (8) members (1 chair, 6 voting members, and two non voting members.)

Members of the Executive Committee include:

- President (Chair )
- The Vice President of Internal Affairs
- Vice President External Affairs
- Vice President of Finance
- Vice President of University Affairs
- Vice President of Facilities & Services
- Corporate Secretary

Advisory Non-Voting Members:

- Chief Justice
- AS Executive Director

### **Meetings**

The committee shall meet a minimum of twice a month. A majority of the Executive Committee present in person or by teleconference shall constitute a quorum. Meetings of the executive committee shall be conducted in accordance with the appropriate open meeting laws that preside

over the Organization as a whole. The most current approved edition of Robert's Rules of Order Newly Revised shall govern the conduct of the meetings.

The committee shall, through its chairperson report regularly to the BOD following the meetings of the committee, addressing such matters as the Committee or Board sees relevant.

### **Responsibilities of the Executive Committee**

To successfully carry out its purpose as defined above the Executive Committee's key responsibilities include:

- Provides leadership and guidance to matters of the Board, acts in emergencies and/or in absence of the Board,
- Assists in planning of retreats/trainings of the Board
- Facilitates the vision and development of the strategic plans for of the organization and staff.
- Manages, reviews, renews and updates goals and strategic plans of the committee and the Board of Directors.
- Carrying out the authority to act for the Board in fulfilling the Board's fiduciary duties by engaging in the activities identified in this Charter
- Serve as the first contact point for discussion on matters coming from Administration and Faculty
- Maintains authority to approve or deny recommendations of student organization funding from the Finance Committee in absence of the Board meeting to approve.
- To consider and determine such other matters as may be delegated or referred to it by the Board or Councils.
- Report any action taken by the Executive Committee between meetings of the Board shall be reported to the Board at the next meeting.
- The Committee shall periodically review and reassess the adequacy of this Charter and recommend any proposed changes to the Board for approval.

### **Limitation of Executive Committee's Role**

Limitations on Powers of Executive Committee: The Executive Committee Shall, except when the Board is in session during the academic year, have all powers, authority, and restrictions in the management of the business and affairs of Associated Students, except with respect to:

A.) *Associated Students Bylaws:*

1. The Final approval of any action which, under law or the provisions of these Bylaws, requires the approval of the Directors or of a majority of all of the Directors;



2. The filling of vacancies on the Board or on any committee which has the authority of the Board;
3. The fixing of compensation of the Directors for serving on the Board or on any committee;
4. The amendment or repeal of Bylaws or the adoption of new Bylaws;
5. The amendment or repeal of any resolution of the Board which by its express terms cannot be so amended or repealed;
6. The appointment of committees of the Board or the members of the Board thereof;
7. The approval of any transaction to which the Associated Students is a party and in which one or more of the Board has a material financial interest, except as expressly provide in Section 5233 (d)(3) of the California Nonprofit Corporation Law, or successor statute thereto; and
8. Such powers and authority as shall be reserved from the Executive Committee by the Board.