

## ASSOCIATED STUDENTS OF SAN FRANCISCO STATE UNIVERSITY LOBBY CORPS ASSEMBLY CHARTER

---

**CHARTER STATEMENT #417  
APPROVED 05/06/2020**

### **Mission**

The Lobby Corps Assembly (Lobby Corps) is in charge of establishing and promoting civic engagement efforts at San Francisco State University. The Lobby Corps Assembly manages all events and programming that relate to local/state/federal/government advocacy and community engagement.

### **Composition**

Director of Government and Community Relations (Chair)

Four (4) Lobby Corp Members

Two (2) Board Members\*

Appointed AS Staff (Advisor)

VP of External Affairs (Advisor)

\*Recommended, but not necessary.

The Director of Government and Community Relations will decide on a Vice-Chair during the first meetings of the Lobby Corps Assembly.

### **Meetings**

The Lobby Corps shall meet twice a month, or as designated by the chair. A majority of the Lobby Corps present in person or by teleconference shall constitute a quorum. Meetings of the Lobby Corps shall be conducted in accordance with the appropriate open meeting laws (Gloria Romero Act) that preside over the AS Organization as a whole. The Chair is responsible for parliamentary procedures for the Lobby Corps.

The Lobby Corps Assembly shall, through its chairperson report regularly to the EAC and Board following the meetings of the Lobby Corps, addressing such matters as the EAC or the Board of Directors seems relevant.

### **Responsibilities of Chair**

- Provide direction and support for the Lobby Corps Assembly.
- Is authorized to make recommendations on legislation to the EAC, but best practices recommend if time allows to recommend to the Board for final approval.
- Have frequent contact with SFSU Government and Community Relations (GCR) Office and the Institute of Civic and Community Engagement (ICCE) Office.
- Maintain outreach amongst other CSU's and external stakeholders.

### **Responsibilities of Vice Chair**

- Will be Chair of EAC if the VP of External Affairs is absent.
- Have frequent contact with SFSU Government and Community Relations (GCR) Office and the Institute of Civic and Community Engagement (ICCE) Office.
- Maintain outreach amongst other CSU's and external stakeholders.

### **Responsibilities of Lobby Corps Members**

- Members must attend every Lobby Corps meeting, unless an emergency is presented.
- They will need to help with planning events throughout the school year.
- Be aware of concerns and events happening on campus.
- Be prepared to create action plans and solutions to problems happening on campus and surrounding communities.
- Sitting members from Lobby Corps, EAC, and CSSA committees shall assist in tasks assigned by CSSA committee chairs.

### **Initiatives**

- Coordinating legislative lobby visits
- Coordinates voter registration drives and educational campaigns
- Establishing a training program to prepare student advocates for lobby visits
- Tracking legislation concerning students and/or the corporation and making recommendations to the EAC
- Attending SF Board of Supervisors Meetings
- Incharge of updating the Civic Engagement Tab on the AS Website



### **Lobby Corps Membership**

To become an official voting member of Lobby Corps, students will need to fill out the committee google form. Lobby Corps membership is open to all majors, and Lobby Corps meetings are open to any students who wish to attend, membership is not required. Lobby Corps members will also have the opportunity to travel to the California Higher Education Student Summit (CHESS) in March to advocate on behalf of SF State students.