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## OPERATING RULES

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### **B. EXECUTIVE VICE PRESIDENT (EVP), DUTIES AND RESPONSIBILITIES**

1. EVP shall function as the Board's Chief Operating Officer.
2. The EVP may be the Board's official representative on all financial award committees, unless otherwise stipulated in these Operating Rules.
3. The EVP in conjunction, with the President shall appoint (pending Board approval) and oversee all the internal committees and work teams to ensure their proper operation and productivity. (See Internal Bureaus 400.1)
4. The EVP shall appoint (pending Board approval) the Vice Chair and Secretary of the ASCSUS Board of Directors. Both Vice Chair and Secretary are charged with attending Executive Committee meetings.
  - a. The Vice Chair shall chair the Board in the absence of the Executive Vice President.
  - b. The Secretary shall ensure that minutes of all meetings of the Board are kept and maintained and be in charge of maintaining the Board of Directors room.
5. The EVP shall chair the meetings of the Board of Directors and establish reporting deadlines for Board members, committees, work teams and staff.
6. The EVP shall organize at least one (1) meet and greet event before the end of the Fall semester.
7. The EVP shall be responsible for publicizing ASCSUS proceedings in accordance with the Bylaws, Operating Rules, and appropriate governing documents such as, but not limited to the postings of the weekly Board meeting agendas.
8. The EVP shall work in conjunction with the ASI Executive Director to plan and implement the Board of Director's transition, orientations, retreats, including strategic planning sessions, and development.
9. The EVP shall place non-controversial items on the Consent Calendar.
10. The EVP shall, in conjunction with the President, appoint (pending Board approval) a Parliamentarian in case of vacancy of the Parliamentarian position. The Parliamentarian shall be an accredited Parliamentarian.
11. The Executive Vice President, President, and Executive Director together will have the authority for documenting and facilitating Board accountability in a manner consistent with the Accountability and Support Plan (ASP). This plan shall be designed to support board members who are failing to meet their duties as outlined in the governing documents, including the bylaws and operating rules.
  - A. When a Board member is identified as not fulfilling their responsibilities or breaches the Code of Conduct as outlined in the ASCUS Bylaws and Operating Rules, the EVP, President, and ED shall initiate the Accountability and Support Plan. If the alleged breach of conduct or behavior poses a threat to the well-being of community members, the EVP, in consultation with the President and ED, shall have the authority to refer the matter directly to the Judicial Review Committee for immediate consideration.
    1. In cases where the individual in question is the ASI President or the Executive Vice President, the Executive Director, in consultation with a non-voting advisor to the ASCSUS Board of Directors, shall be responsible for initiating the ASP process.
  - B. The ASP process shall include:
    1. *ASP phase 1: Initial Review and Support Resources*

The EVP, President, and ED shall hold a conference with the board member, and a written notice shall be issued outlining specific unmet responsibilities, observed issues, and recommended resources, including but not limited to time management tools, academic support, and student health counseling resources.
    2. *ASP phase 2: Performance Plan Initiation*

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If no improvement is shown by the member, the EVP, President, and ED shall initiate a weekly accountability check process, requiring the Board member to submit written weekly reports. These reports must outline the actions taken to address concerns and areas where further support is needed. The duration of the weekly reports shall be no more than two (2) months, and shall be referred to the Judicial Review Committee at any point.

3. *ASP phase 3: Final Review*

If the board member fails to demonstrate meaningful progress, a final review meeting shall be conducted by the EVP, President, and ED. Based on the findings, ASP may be extended with revised goals, or if no substantial progress is shown, the EVP, President, and ED may submit a summary report of the Accountability and Support Plan that has been initiated to the Judicial Review Committee.

- C. A hearing shall be conducted by the Judicial Review Committee, consisting of:
1. Vice President for Student Affairs or designee
  2. A faculty member, appointed by the CSUS Academic Senate
  3. Three students with (preferred) judicial interests, appointed by the Vice President of Student Affairs after consultation with the ASI President and ASI Board of Directors.
  4. Executive Director as a non-voting member.
- D. The committee shall review documentation, hold a hearing in which an accused member will have the opportunity and right to respond to the allegations, and then submit a recommendation to the ASI Board. The Board shall then vote on the matter, requiring a two-thirds ( $\frac{2}{3}$ ) majority. All Judicial Review Committee proceedings, except deliberations, preliminary planning sessions at which no action on the disciplinary referrals can be taken and Performance Improvement Plan (PIP) evaluations shall be open to the public.

The recommendations may include but are not limited to:

- a. Removal from the board.
  - b. Assignment of additional duties and responsibilities as deemed appropriate by the Judicial Review Committee, which may include:
    - i. Additional office hours for a period determined by the Judicial Review Committee
    - ii. Mandatory attendance at additional university or ASI- sponsored events
  - c. Implementation of a Performance Improvement Plan (PIP) as recommended by the Judicial Review Committee.
- E. Board Members may appeal the recommendation given by the Judicial Review Committee to the Appellate Council within one (1) week. The appeal will be heard no later than ten (10) business days.
- i. During the Appellate Council meeting, the Judicial Review Committee Chair will first explain why the recommendation was presented. The Board Member shall then present their case for why the recommendation should be overturned.
  - ii. The Appellate Council, by majority vote, will determine if the recommendation is to be removed. If a majority vote is not received, the recommendation will remain in effect.

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12. The EVP shall complete other duties as assigned by the ASCSUS President, the Board of Directors or these Operating Rules.
13. The EVP shall oversee all appointments to ASI Internal Committees and ensure that the appropriate Board Membership requirements are met.
14. The EVP shall manage/maintain all tabling and presentation requests/sign-ups in collaboration with the Associate Director.