

**LEGISLATION No. 2021-22-02**

**AUTHORED BY: Jeremiah Finley, President & CEO**

**REFERRED TO: A.S. Board of Directors**  
**ACTION SCHEDULED:**

**SUBJECT: An Act to Establish the A.S. Executive Cabinet**

**WHEREAS**, the Associated Students Board of Directors of Humboldt State University (HSU) is the single recognized voice for over 5,500 students; and,

**WHEREAS**, the Mission of the Associated Students of Humboldt State University serves to "assist in the protection of rights and interests of the individual student and the student body," and to "stimulate the educational, social, physical, and cultural well-being of the University community"; and,

**WHEREAS**, to carry out the mission the Associated Students has been tasked with, there is a need for internal documents to be reviewed and updated on regular basis; and,

**WHEREAS**, the A.S. Constitution States The A.S. President "May propose legislation to the A.S. Board of Directors"; and,

**WHEREAS**, the A.S. Strategic Plan includes campus vibrancy and overall student involvement on campus; and,

**WHEREAS**, the creation of the A.S. Executive Cabinet would allow for the involvement of students and other student leaders not directly involved in A.S.; and,

**WHEREAS**, the A.S. President sees the direct benefit of creating a cabinet to co-exist with the A.S. Board of Directors and A.S. Judiciary while strengthening the A.S. decision-making process and being as inclusive as possible with internal affairs of the A.S.; therefore, be it,

**ENACTED**, that the Associated Students Board of Directors, create the A.S. Executive Cabinet in Section 2 of the Associated Students Administration Code with the structure as outlined below:

**Charge of the AS Executive Cabinet:**

- I. The A.S. Executive Cabinet is the primary advisory body to the A.S. President and is charged with the recommendation of financial and legislative courses of action that benefit the students of the association while aiding in upholding the Associated Students mission, constitution, and codes.
- II. This legislative body may not be dissolved except upon the dissolution of the Associated Students Incorporated.

**Composition of the AS Executive Cabinet:**

- I. The AS Executive Cabinet shall be comprised of advisory student members appointed by the AS President.
- II. Advisory Members:
  - A. Students of the Association
- III. Voting Membership:
  - A. Ex-Officio
    1. President
    2. Legislative Vice President
    3. Student Affairs Vice President
    4. Administrative Vice President
    5. External Affairs Representative
    6. Social Justice and Equity Officer
    7. Environmental Sustainability Officer
- IV. Supporting Staff
  - A. A.S. Board Coordinator
  - B. A.S. Business Office Coordinator
  - C. A.S. Executive Director

**Selection of AS Executive Cabinet:**

- I. A campus-wide application process open to all students will be conducted and the AS President or President-elect shall hold interviews with select applicants.
- II. The interviewing committee will include but is not limited to, the AS President or President-elect and the Vice Presidents or Vice Presidents-elect.
- III. The AS Executive Cabinet appointments will be shared with the AS Board of Directors and the AS Board of Directors will be informed on or before the first regularly scheduled meeting of the AS Board of Directors in the fall semester.

**Duties and Responsibilities of the A.S. President in the Executive Cabinet**

- I. The A.S. President shall be the chief executive officer and supervisor of the Executive Cabinet and its members and may delegate that authority or any of the responsibilities hereafter to any of the members of the executive cabinet at any time with notice in form of an email or other written notice to the A.S. Board of Directors.
- II. The A.S. President shall serve as the chair of the Executive Cabinet, and may participate in debate when questions or further clarification is needed or presentations are being given from the chair.
- III. The A.S. President shall have the authority to create and dissolve ad-hoc sub-committees of the A.S. Executive Cabinet.
- IV. The A.S. President has the authority to recommend items for approval to the A.S. Board of Directors on all matters of the Executive Cabinet and its respective sub-committees jurisdiction.
- V. The A.S. President shall, consider the recommendations from the A.S. Executive Cabinet and must choose to approve the recommendation to be sent to the A.S. Board of Directors or approve the recommendations with alterations to the original recommendation to be sent to the A.S. Board of Directors.

- A. \*In extraordinary circumstances; if a recommendation from the executive cabinet does not align with the goals of the association membership or if there is any procedural or legislative violations of either the CSU policy, State Law, or A.S. governing documents, the A.S. President may choose to decline the recommendation from the executive cabinet.
  - B. \*Alterations shall be highlighted and justified within the new recommended piece.
- VI. The A.S. President shall, annually in the fall, determine and recommend a membership perk or level of compensation proposal for approval to the A.S. Board of Directors for the students of the association that join the executive cabinet, or any of it's sub-committees.

**Duties and Powers of Executive Cabinet:**

- I. The AS Executive Cabinet members will be responsible for their respective subcommittees under the supervision of the AS President, by providing recommendations to the President on relevant student issues and coordinating special events and projects.
- II. Serve as an advisory group to the A.S. President assessing the needs and goals of the Association.
- III. Evaluate any A.S. Board of Directors member as to upholding their responsibilities when requested by a majority of the A.S. Board of Directors or at the request of the A.S. President
- IV. The A.S. Executive Cabinet shall meet every-two weeks or as deemed necessary by the A.S. President.
- V. Powers:
  - A. The A.S. Executive Cabinet shall have the power to Recommend the annual Budget to the A.S. President to be considered for recommended approval to the A.S. Board of Directors.
  - B. The A.S. Executive Cabinet shall have the power to Recommend Legislation, Policies, and Resolutions to the A.S. President to be considered for recommended approval to the A.S. Board of Directors.
  - C. The A.S. Executive Cabinet shall have the power to recommend programmatic events to the A.S. President for approval.
  - D. The A.S. Executive Cabinet shall have the power to act on behalf of sub-committees that are not functioning due to membership, suspension, or dissolution of the sub-committee and recommend actions to the A.S. President to be considered for recommended approval to the A.S. Board of Directors.
- VI. These A.S. Executive Cabinet subcommittees will include but are not limited to:
  - A. Sub-Committee on Finance
    - i. Shall operate in accordance with the rules and regulations of the A.S. Finance Committee, with the expectation that all actions are recommended to the A.S. Executive Cabinet to be considered for recommended approval to the A.S. Board of Directors from the A.S. President.
  - B. Sub-Committee on Bylaws

- i. Shall operate in accordance with the rules and regulations of the A.S. Bylaws Committee, with the expectation that all actions are recommended to the A.S. Executive Cabinet to be considered for recommended approval to the A.S. Board of Directors from the A.S. President.
- C. Sub-Committee on Student Affairs
  - i. Shall operate in accordance with the rules and regulations of the A.S. Student Affairs Advisory Committee, with the expectation that all actions are recommended to the A.S. Executive Cabinet to be considered for recommended approval to the A.S. Board of Directors from the A.S. President.
- D. Sub-Committee on External Affairs
  - i. Shall operate in accordance with the rules and regulations of the A.S. Lobby Corps, with the expectation that all actions are recommended to the A.S. Executive Cabinet to be considered for recommended approval to the A.S. Board of Directors from the A.S. President.
- E. Sub-Committee on Environmental Affairs
  - i. Shall operate in accordance with the rules and regulations of the A.S. Earth week every week Committee, with the expectation that all actions are recommended to the A.S. Executive Cabinet to be considered for recommended approval to the A.S. Board of Directors from the A.S. President.
- F. Sub-Committee on Diversity Equity and Inclusion
  - i. Shall operate in accordance with the rules and regulations of the A.S. Diversity Equity and Inclusion Committee, with the expectation that all actions are recommended to the A.S. Executive Cabinet to be considered for recommended approval to the A.S. Board of Directors from the A.S. President.
- G. Sub-Committee on Funded Programs
  - i. Shall operate in accordance with the rules and regulations of the A.S. Funded Programs Committee, with the expectation that all actions are recommended to the A.S. Executive Cabinet to be considered for recommended approval to the A.S. Board of Directors from the A.S. President.

; furthermore, be it,

**ENACTED**, that the A.S. Board of Directors dissolve the following A.S. Standing Committees: Executive Committee, Bylaws Committee, Finance Committee, Student Affairs Advisory Committee, Earth Week Every Week Committee, Diversity Equity and Inclusion Committee, Funded Programs Committee, and Lobby Corps; furthermore, and be it final,

**ENACTED**, the Associated Students Board of Directors task the Associated Students Staff to update governing documents with the aforementioned language.

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Jeremiah Finley  
A.S. President & CEO