

CALIFORNIA STATE POLYTECHNIC
UNIVERSITY, POMONA

AMERICAN SOCIETY OF CIVIL ENGINEERS
STUDENT CHAPTER

RULES FOR POLICY AND PROCEDURE



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ARTICLE I – EVENT POLICIES

Section 1 – General Event Guidelines.

All Student Chapter events shall abide by ASI, OSLCC, University and CSU Policies including the Office of Equity and Compliance standards and submit required paperwork as required by each entity prior and following an event.

1. **Consecutive Events.** It is recommended that Student Chapter events shall not be scheduled on two consecutive days unless the nature of the event is continuous.
2. **Marketing.** All Student Chapter marketing media must be approved prior to the use in advertising events in any form digitally or printed.
 - 2.1. Printed material must be stamped and approved by OSLCC before posting.
3. **Food Permit.** All Student Chapter events that serve food shall submit a Food Permit to Environmental Health and Safety three (3) business days prior to the event.
 - 3.1. At least one (1) officer with a valid Food Handlers License and the approved Food Application must be present during the food preparation and serving of the event.

Section 2 – Event Attendance.

It is recommended that Student Chapter events have at least a two-thirds (2/3) majority of all Officers and three-fifths (3/5) majority of the Executive Board of Directors at all events to assist in the execution of said event. Officers must attend all Class I events, three-fourths (3/4) of Class II events, one-half (1/2) of Class III events and one-fourth (1/4) of Class IV events.

1. **Class I.** Essential Student Chapter Event. Mandatory event for all Officers to attend pursuant to Student Chapter Constitution and Bylaws, Article V, Section 2.1.
2. **Class II.** Annual Student Chapter Event where support is required. All Officers should request work off in advance and attempt to attend another class section if class conflicts.
3. **Class III.** Student Chapter Event where support is needed. All Officers should make an effort to attend the event, work and classes permitting.
4. **Class IV.** External Organization Event. Payment may be required to attend.
5. **Class V.** Invitation only. Application may be required to attend.

Section 3 – On Campus Events.

All on campus Student Chapter affairs, events and programs shall submit the following:

1. **Event Application.** An Event Application to be approved by the Office of Student Life and Cultural Centers (OSLCC) fifteen (15) business days prior to the event.
2. **Facilities Use Request.** A Facilities Use Request to Facilities Planning and Management for events that require use of campus facilities four (4) business days prior to the event.

Section 4 – Off Campus Events.

All off campus Student Chapter affairs, events and programs shall submit the following:

1. **Before Event.** Authorization to Travel (AT); Release of Liability (ROL); and Estimated Travel Expense (ETE) Forms submitted to ASI Financial Services fourteen (14) business days prior to the event and receive a Travel Authorization (TA) Number upon approval.
2. **After Event.** Travel Expense Claims (TEC) and Disbursement Requests within ten (10) business days to ASI Financial Services following an event.



ARTICLE II – STUDENT CHAPTER PAPERWORK

Section 1 – Officer Requirements.

Pursuant to Student Chapter Constitution and Bylaws, Article V, Section 2.3-2.5, Officers shall:

1. **Officer Meeting Minutes.** Complete Officer Meeting Minutes one (1) hour prior to any Officer or Special Meeting; AND
2. **General Meeting Slides.** Complete General Meeting Slides by 11:59 PM the Tuesday prior to any meeting in which they are presenting; AND
3. **Transition Notes and Meeting.** Complete Officer Transition Notes by the 13th Officer Meeting in the Spring Semester. Have a Transition Meeting with the incoming Officer for their position by April 30th.

Section 2 – Student Chapter Requirements.

Pursuant to Student Chapter Constitution and Bylaws, Article V, Section 2.2, Officers shall submit ASCE, ASI, OSLCC, University and CSU paperwork within two (2) Officer Meetings for affairs, events and programs falling under their jurisdiction, including, but not limited to:

1. **Annual Report (AR) Write Up.** Completed by Primary Officer via Google Slides.
2. **Plus/Delta Write Up.** Completed by Primary Officer via Google Form.
3. **Newsletter Write Up.** Completed by Primary Officer via Google Form.
4. **Membership Points.** Submitted by Primary Officer to the Membership Chair for data entry into the Membership Point System.
5. **Photos and Videos.** Submitted by Primary Officer to the Publicity Chair for posting on Flickr Account and Website.
6. **Event Survey.** Sent by Primary Officer to attendees via email.
7. **Transition Notes.** Completed by Primary Officer via Google Docs outlining any changes or recommendations for the incumbent Officer to host the event next year.

Section 3 – University Requirements.

Pursuant to Student Chapter Constitution and Bylaws, Article V, Section 2.2, Officers shall submit ASCE, ASI, OSLCC, University and CSU paperwork within two (2) Officer Meetings for affairs, events and programs falling under their jurisdiction, including, but not limited to:

1. **Associated Students Incorporated (ASI).** BSC Reservation; Authorization to Travel (AT); Release of Liability (ROL); Estimated Travel Expense (ETE); Travel Expense Claims (TEC); Disbursement Requests (DR); and Signed Memorandums, as needed.
2. **Office of Student Life and Cultural Centers (OSLCC).** Event Application; Room Reservation; and Amplified Sound Request.
3. **Environmental Health and Safety (EH&S).** Food Permit and Food Handlers License.
4. **Facilities Planning and Management (FPM).** Facilities Use Request.



ARTICLE III – FINANCIAL PROCEDURES

Section 1 – General Financial Procedures.

1. All monies of this organization shall be deposited into and disbursed from, the Student Chapter ASI, Agency, Foundation or Venmo Account.
2. Event Booth Registration and money collection shall abide by ASI Financial Services Cash Handling Procedures.
3. All checks or money orders shall be payable to “CPP ASCE” with the payers Bronco ID number in the memo line.

Section 2 – Disbursement Request.

1. Before a purchase is made, it must be approved by the Treasurer to be checked for compliance with the Annual Budget.
2. After purchase is made and event has occurred the purchasing officer must complete and submit a Disbursement Request to the Treasurer within two (2) Officer Meetings.
 - 2.1. Disbursement Request not submitted within the designated time period may be subject to penalties. No Disbursement request will be processed following the end of a semester or an academic term.
3. The Treasurer shall check the accuracy of all forms prior to obtaining a signature from the Faculty Advisor and subsequent submittal to ASI Financial Services for processing.

ARTICLE IV – SOCIAL MEDIA POLICIES

Section 1 – Account Guidelines.

1. The Publicity Chair shall be primarily responsible for managing and posting on all Student Chapter Social Media Accounts.
 - 1.1. The Executive Board of Directors shall authorize additional Officers posting rights.
2. Account log-in and password information shall not be shared. Should any log-in and/or password information be compromised, the EBOD shall be notified immediately and handle the resetting of log-in and/or password information.
3. Exceptions to this Social Media Policy shall be recommended by the EBOD and approved by the President, based on the overall needs and interests of the organization.

Article V – AMENDMENT

Section 1 – Means of Amendment.

Any amendment(s) to this document shall be proposed in writing by any Student Chapter Officer(s) at an Officer Meeting or Special Meeting. Once an amendment(s) is proposed, a Special Constitution Meeting will occur to evaluate proposed changes. At such meeting, Officer Quorum must be met for a vote to take place; all officers are allowed one (1) vote. A two-thirds



**California State Polytechnic University, Pomona
American Society of Civil Engineers Student Chapter
Rules for Policy and Procedure**



(2/3) majority vote in favor of the proposed amendment(s) must occur in order for them to be approved. Immediately upon approval the amendment(s), updated Rules for Policy and Procedure shall be submitted to the Student Chapter President and Faculty Advisor for ratification and adoption.

Section 2 – Compliance.

These Rules for Policy and Procedure shall not conflict with the Bylaws of the Associated Students, Inc., or with the policies and regulations of the California State Polytechnic University, Pomona, the Trustees of the California State University and Colleges, or the State of California. Any stipulations applying to all registered organizations made by the University shall be considered to be immediately enforceable, whether contained in these Bylaws or not.

Article VI – RATIFICATION

Section 1 – Approval.


These Rules for Policy and Procedure shall become effective immediately upon approval by the Student Chapter Officer Board followed by subsequent ratification and adoption by the Student Chapter President and Faculty Advisor. They shall remain effective until amended according to procedures prescribed herein.

The Student Chapter Officer Board approved these Rules for Policy and Procedure on Tuesday, April 14, 2020.

Approved by Matthew Jacobson, E.I.T., ENV SP, S.M.ASCE
ASCE Student Chapter President, California State Polytechnic University, Pomona.

	04/15/2020
Matthew Jacobson, E.I.T., ENV SP, S.M.ASCE ASCE Student Chapter President	Date

Approved by Seema C. Shah-Fairbank, Ph.D., P.E.
ASCE Student Faculty Advisor, California State Polytechnic University, Pomona.

	04/15/2020
Seema C. Shah-Fairbank, Ph.D, P.E. ASCE Student Chapter Faculty Advisor	Date