

ACADEMY POLICY MANUAL

Policy Title:	Conditions for Maintenance of Good Standing by Auxiliary Organizations at CMA
Policy Number:	AF 02-001
Policy Administrator:	President
Policy Initiator:	Interim Vice President for Administration and Finance, Stephen Garcia
Authority:	

Trustees of the California State University, be officially recognized by the Chancellor, and be in compliance with regulations promulgated by the Chancellor and the President of the campus.

Members of the University community, when working through an auxiliary organization, are working within the scope of their appointment in the California State University, and are supported by the California State University and the State of California. That does not extend to work carried out through unrecognized organizations or activities. There is one University affiliated organization which fulfills comparable purposes to those described above, but which are not recognized by the Chancellor. The

Procedures

Maintenance of Good Standing

(A guide for Directors and Managers)

Introduction:

2. Have a Board whose membership is constituted in accordance with its Articles or Bylaws and which includes a designee of the President;
3. Have adopted and filed with the President or designee a Statement of Social Responsibility;
4. Have adopted and filed with the President or designee a Public Relations Policy;
5. Accept gifts which may require use of State resources for space, maintenance or repair only with the approval of President or designee;

Finance. Associated Students shall also follow the system wide budget requirements set forth in Executive Order 369;

7. Submit proposed changes to its budget to the Vice President for Administration and Finance not less than two weeks in advance of the effective date of the proposed change (exceptions for emergencies); the Vice President shall determine whether any such change is significant and thus subject to presidential approval;

8. Inform the President or designee of its current Attorney of Record and Certified Public Accountant;

9. Maintain a comparable program of salaries and benefits and confer with the Director for Human Resources prior to adopting substantive changes including proposals for salary adjustments;

10. Review its personnel policies and practices with the Director for Human Resources, or designee, at least every two years;

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6. Have established and regular procedures for review of its chief executive officer and other senior administrators and review these annually with the Director for Human Resources to ensure consistency with University procedures;
7. Be current in payment of any indebtedness (to the University or the State);

AMENDMENT PM 01-01

Accounts established in University Auxiliary Organizations:

The Dean of each college (or other program center head in some instances) is responsible for:

- 1) authorizing the opening of an account within any auxiliary corporation, upon approval of the Auxiliary Executive Director, or designee
- 2) designating the individual responsible,
- 3) authorizing the individual or individuals who may sign for the accounts and
- 4) actively monitoring accounts.

Special attention needs to be given to the active monitoring of accounts. The Dean or other program head is responsible for compliance issues, including employment policies, and the integrity of a specific program. In those instances where accounts are established in the context of grants and contracts handled by the graduate studies/research office, the responsibility for authorizing the opening of an account still remains with the appropriate program center head.

Reference Forms