

ASI Administrative Procedure



Title: Conflict of Interest Agreements

Effective: November 2022

Associated Policies:

ASI Conflict of Interest Policy - 006

ASI Conflict of Interest Agreement

ASI Bylaws

CA Education Code

CA Corporate Code

Purpose:

In accordance with the California Education Code and California Corporate Code, the following procedure is established to ensure the ASI Board of Directors membership completes an annual Conflict of Interest Agreement upon their election or appointment to their leadership role in ASI.

Authority:

The ASI staff, under the direction of the Executive Director, shall be responsible for the establishment, oversight, and revision of administrative procedures for the corporation. New and revised procedures shall be shared via email notification with the ASI Board of Directors, ASI student leaders, ASI staff, and University departments as needed.

Procedure:

1. A Conflict of Interest Agreement shall be signed prior to a newly appointed or elected student leader serving in their official capacity and will be included in the student leader onboarding process.
2. The Agreement shall be sent to the student leader using DocuSign within 10 working days of their appointment or in the first 10 working days of their term in office for elected student leaders.
3. Signed Agreements shall be saved to the SharePoint folder and retained for as long as required in accordance with the Record Retention Policy.
4. The receipt of a signed Agreement shall be recorded on the Student Leader Roster for the academic year.